

MANUAL APPLICATION EXCHANGE 2022-2023 – version Faculty of Architecture and the Built Environment

Content

First page:	Short manual – a summary
Followed by:	Full manual with more detailed description and step-by-step instructions and clarifications (incl. pr.screens)

Short manual BK - Application instructions

Below you see a summary of how to apply in osistud.tudelft.nl.

Help with filling the **GENERAL** information:

Current level of degree at time of application	When	Request for = level of degree at time of exchange
BSc	Exchange during your (BSc) minor	Current degree programme
BSc	Exchange during your (MSc) electives	Future degree programme
MSc	Exchange as extra semester	Current degree programme

Choices **degree programmes** at BK:

- Bachelor of Architecture and the Built Environment
- Master of Architecture and the Built Environment
- Master Geomatics

Start date: See our [website](#) which semester is most practical for your track and check the semester start dates of partners at their websites to avoid overlap of semester in Delft and abroad!

Select your preferred **destination(s)** in order of preference!

(check the partner overview for the available options (attached to BS message or www.studyabroad.bk.tudelft.nl > Forms&Downloads)

- **You can fill 1 to 5 choices;** how many places you fill does not, in any way, influence the chance of getting your first choice; however more choices give more options to be placed. NB. Only add more destinations if you are planning to actually go there.
- Click on Country -> City and Institution of choice and select.
- Click on 'Add preference' for your next preferred destination.
- Change the order of preference with the arrows (see red box in prt scr above)
- Delete choices with **x** (see red box in prt scr in manual)

Documents marked with an asterisk are mandatory. Please read on our website what we expect from your documents: [Application at TU Delft BK](#). If you don't have a language certificate, please upload a language plan instead. Check our website for the requirements to the language certificate/language plan.

Manual OSIRIS Student – Exchange application 2022-2023 – VERSION for Faculty of Architecture and the Built Environment

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Go to **osistud.tudelft.nl**

- **do not go** to My.TUdelft.nl
- Click on the blue 'Log in'-button on this page

[Latest news](#) [Help](#) 

OSIRIS

Welcome to OSIRIS Student

This is the old Internet portal to the OSIRIS study information system.

As a replacement [My.TUdelft.nl](#) has been launched on 20 August 2020.

During maintenance windows OSIRIS Student will be unavailable, see [Reports ICT](#).

Click on 'Latest News' for more information on recent OSIRIS developments.

OSIRIS Student works well with Mozilla Firefox and Google Chrome.
We kindly request users to report issues to the [Contact Centre](#).

[Log in](#)

[Latest news](#) [Help](#) 

- Proceed with Log in on this page, **do not go** to My.TUdelft.nl

You will arrive at this screen:

Course module

Courses
Stay abroad
Log off

Academic year: 2021
Course module/name:
 Also search in description
Show: All course modules
 Course modules for which you can register
 Tests for which you can register
Starting block:
Category: No preference
Course type: No preference
Faculty: Aerospace Engineering
Lecturer:
Availability: No preference
Language of instruction: No preference

No rights can be derived from this information.

➔ Click on 'Stay abroad' or "Buitenland" on the left of the screen if your language setting is Dutch. You will arrive at the following screen:

[New request](#) [Help](#) *Stay abroad*

Application for student exchange is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2022-2023. To start your application click on "New request".

Registration contact details and emergency will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad. Before registering your contact and emergency details, please verify that your stay abroad has been approved by your faculty. For information about scholarship procedures, click [here](#). For information about safety, insurance and vaccinations, click [here](#). You must fill in your contact and emergency details, as well as the 'departure date' and 'return date'. Click on "Contact information" to do so. In order to apply for IIF scholarship please proceed by clicking on "Grant" after creating a new request.

Click on "New request" to submit one of the following options:
- Application for student exchange
- Request registration contact and emergency information

Stay abroad requests

Stay abroad	Degree programme	Period	Status	Decision	Progress
Application for student exchange	Bachelor Architecture, Urbanism and Building Sciences	12/09/2022 until 12/12/2022	Submitted		Step 0 of 1 (More info) Details

[New request](#) [Help](#)

➔ After carefully reading the information, click on 'New request' (indicated with red arrow).

Stay abroad request webpage

[Home](#) [Save](#) [Delete](#) [Help](#)

Stay abroad requests

Please select Current degree programme in "Request for". In case your stay abroad is part of a different programme than your current one (i.e. you are now a Bachelor student, but your exchange will be part of your Master programme) please select Future degree programme and select the Master programme you will follow next year.

Courses

Stay abroad

Specific instructions for "application for student exchange"

The 'start date' and 'end date' refer to the duration of your stay at the host institution. If these dates are not yet known please indicate the TU Delft semester dates (01-09-2022 – 31-01-2023) (01-02-2023 – 31-08-2023)

Log off

Specific instructions for "registration contact details and emergency"

Your registration and contact details will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad. The 'start date' and 'end date' refer to the duration of your stay at the host organisation/company. In case you are going to visit more than 1 country, you can fill in the countries you will visit in your travelling schedule under 'Destination'.

Required fields are marked with an *

We kindly request users to report issues/problems with this form to [Contact Centre](#)

General

Request for	* Future degree programme	Status	
Degree programme	* Master Complex Systems Engineering and Management	Date submitted	
Stay abroad	* Application for student exchange		
Start date (see above)	* 01/09/2022		
End date (see above)	* 31/01/2023		

Destination

Minimum required number of destination preferences: 1
Maximum allowed number of destination preferences: 5

Country

City

Institution

[Add preference](#)

Order	Institution	City	Country	
1	Pontificia Universidad Católica de Chile	Santiago	Chile	<input type="checkbox"/>
2	University of Nebraska at Omaha	Omaha	United States of America	<input type="checkbox"/>
3	Korea Advanced Institute of Science and Technology (KAIST) Daejeon		South Korea	<input type="checkbox"/>

[Continue >>](#)

[Home](#) [Save](#) [Delete](#) [Help](#)

5607108 - DB Test

- ➔ After carefully reading the information, fill in the **General** information with regards to your studies at TU Delft and select '**Application for student exchange**' by '**Stay abroad**'.
- ➔ If the dates are unknown fill in TU Delft semester dates (as mentioned in the information above).
- ➔ Next, you need to select your preferred destination(s) for your exchange. **You can fill 1 to 5 choices**. The more choices you fill, the more chance you will be selected for at least one of your choices! You don't make more or less chance to be selected for your first choice if you fill more choices. Obviously, please only fill destinations you would actually like to go. Click on Country, City and Institution of choice and select this. By clicking on 'Add preference' you are able to select the next preferred destination. With the arrows right next to the destinations you can change the order of preferences between the destinations and with the red crosses next to these arrows you can delete a destination (indicated within the red box).
- ➔ After filling in all the required boxes, click on 'Continue >>'

Current or future degree

Current Degree

When you requested an exchange during your current degree programme (e.g. you are a BSc Bouwkunde student and wish to apply for a minor abroad), you will see the following screen:

Courses Registration Step 2 of 5

Stay abroad

Log off

- 1 When do you want to go abroad?
* Autumn Semester 22/23
- 2 Are you taking part in the Honours Programme?
* Yes
 No
- 3 Have you been on an exchange before?
* Yes
 No
- 4 European Credits (EC) current programme obtained so far
* 90
- 5 Grade Point Average Bachelor (GPA) Include 2 decimals after the comma
* 7,50
- 6 I confirm I will remain enrolled at TU Delft during my exchange
* Yes

Back **Continue**

➔ After filling in all the boxes, click on 'Continue'.

Future Degree

When you requested an exchange during your future degree programme (e.g. you are a BSc Bouwkunde student and you wish to apply for exchange during your masters), you will see the following screen:

[Home](#) [Delete](#) [Save](#) [Help](#) Stay abroad requests

[General](#) / [Registration](#) / [Uploads](#) / [Privacy consent](#) / [Submit stay abroad request](#)

Courses Registration Step 2 of 5

Stay abroad

Log off

- 1 When do you want to go abroad?
* Autumn Semester 22/23
- 2 Are you taking part in the Honours Programme?
* Yes
 No
- 3 Have you been on an exchange before?
* Yes
 No
- 4 European Credits (EC) current programme obtained so far
* 125
- 5 Grade Point Average Bachelor (GPA) Include 2 decimals after the comma
* 7,50
- 6 Grade Point Average Master (GPA) Include 2 decimals after the comma
* 0,00
- 7 I confirm I will remain enrolled at TU Delft during my exchange
* Yes

Back **Continue**

- ➔ For future Master students: indicate the obtained EC for your Bachelor's programme.
- ➔ For future Master students: GPA Master can be filled in as 0,00.
- ➔ After filling in all the boxes, click on 'Continue'.

Uploading required documents

[Home](#) [Delete](#) [Save](#) [Help](#)

Stay abroad requests

[General](#) / [Registration](#) / **Uploads** / [Privacy consent](#) / [Submit stay abroad request](#)

Courses

Stay abroad

Log off

Uploads Step 3 of 5

Information about uploads

Each faculty requires different uploads. Please check your faculty's requirements by following the link below:
[Faculty of Technology, Policy and Management](#)

8 Please upload your motivation letter

* Attachments ✖ New

[Test PDF.pdf](#)

9 Please upload your CV

Attachments [+](#)

10 Please upload your Transcript of records

* Attachments [+](#)

11 Please upload your Language Certificate

Attachments [+](#)

[Back](#) [Continue](#)

[Home](#) [Delete](#) [Save](#) [Help](#) 5607108 - DB Test

- ➔ Documents marked with an asterisk are mandatory. Please read on our website what we expect from your documents: [Application at TU Delft BK](#). If you don't have a language certificate, you upload a language plan instead. Check our website for the requirements to the language certificate/language plan.
- ➔ Click on a + to upload a document
- ➔ The individual uploading screens are as follows:

[Cancel](#) [Help](#)

[Upload file](#)

In this screen you can upload an attachment for the following question:

Please upload your motivation letter

The file size may not exceed 10MB.

Select a file

[Browse...](#)

[Upload file](#)

- ➔ Click on 'Upload file' after selecting each file.
- ➔ When all necessary documents have been uploaded, click on the 'Continue'-button.

Privacy consent

← → ↻ 🏠 🔒 https://osistud.tudelft.nl/osiris_student/AanvullendeVragen.do

[Home](#) [Delete](#) [Save](#) [Help](#) **Stay abroad requests**

[General](#) / [Registration](#) / [Uploads](#) / **Privacy consent** / [Submit stay abroad request](#) Step 4 of 5

[Courses](#)

[Stay abroad](#)

[Log off](#)

12 By checking the consent box I agree to the processing of my personal data by TU Delft according to the Privacy Statement (<https://www.tudelft.nl/en/privacy-statement>).

* Yes

13 By submitting your application for a stay abroad, you automatically agree that your faculty can share your email address with fellow students in relation to exchange. If you would like to revoke this permission, you can do so by sending an email to your faculty's international office.

* I agree

14 I accept to share my e-mail address with other TU-Delft students going for an exchange to the same university during the same academic year.

* Yes
 No

[Back](#) [Continue](#)

[Home](#) [Delete](#) [Save](#) [Help](#) 5607108 - DB Test

➔ Fill in all boxes and click on 'Continue'.

The next screen is an overview of your application

- ➔ Please check all the information and go back to previous pages if something is incorrect.
- ➔ If everything is correct, please **'Submit'** (indicated by red box) the complete application!

Overview of the application

[Home](#) [Help](#)

[Submit stay abroad request](#)

[General](#) / [Registration](#) / [Uploads](#) / [Privacy consent](#) / [Submit stay abroad request](#)

Courses After submitting, your registration will be approved automatically.
More information on registering your contact details and the TU Delft Travel Insurance, including a link to the policy, will be sent to you by e-mail.

Stay abroad [Submit stay abroad request](#) Step 5 of 5

Log off

- When do you want to go abroad?
Autumn Semester 22/23
- Are you taking part in the Honours Programme?
 Yes
 No
- Have you been on an exchange before?
 Yes
 No
- European Credits (EC) current programme obtained so far
125
- Grade Point Average Bachelor (GPA) Include 2 decimals after the comma
7,5
- Grade Point Average Master (GPA) Include 2 decimals after the comma
0
- I confirm I will remain enrolled at TU Delft during my exchange
 Yes

Information about uploads

Each faculty requires different uploads. Please check your faculty's requirements by following the link below:
[Faculty of Technology, Policy and Management](#)

- Please upload your motivation letter
Attachments
[Test PDF.pdf](#) New
- Please upload your CV
Attachments
[Test PDF.pdf](#) New
- Please upload your Transcript of records
Attachments
[Test PDF.pdf](#) New
- Please upload your Language Certificate
Attachments
[Test PDF.pdf](#) New
- By checking the consent box I agree to the processing of my personal data by TU Delft according to the Privacy Statement (<https://www.tudelft.nl/en/privacy-statement/>).
 Yes
- By submitting your application for a stay abroad, you automatically agree that your faculty can share your email address with fellow students in relation to exchange. If you would like to revoke this permission, you can do so by sending an email to your faculty's international office.
 I agree
- I accept to share my e-mail address with other TU-Delft students going for an exchange to the same university during the same academic year.
 Yes
 No

[Back](#) [Submit](#)

[Home](#) [Help](#)

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You will arrive at the following screen when the application is correctly submitted:

[Stay abroad requests](#)

Stay abroad	Degree programme	Period	Status	Decision	Progress
Application for student exchange	Master Complex Systems Engineering and Management	01/09/2022 until 31/01/2023	Submitted		Step 0 of 1 (More info) Details

- ➔ Status 'Submitted' (indicated by red box) shows that the application is correctly submitted and is currently being reviewed by your faculty at TU Delft.
- ➔ You will receive an e-mail when you have submitted your application, so make sure you have received a confirmation of submitting your application: not submitted applications

will not be received and are considered to be invalid, meaning you can't be considered for an exchange


Incorrect uploaded document(s)

Please upload the right and complete documents directly! This will make a better impression of your application and it saves the faculty time.

If however one of the submitted documents is not correct/complete, the faculty can reject this document and send your application back to you. You will then receive an e-mail from the faculty to your TU Delft account and see the following screen, this will be changed by Pat shortly, update new screen, once done in Osistud:

Stay abroad requests

Stay abroad	Degree programme	Period	Status	Decision	Progress
Application for student exchange	Master Complex Systems Engineering and Management	01/09/2022 until 31/01/2023	In progress		Step 0 of 1 (More info) Details

 The application must be modified and re-submitted.
The application must be submitted before: 04/11/2021

After clicking on 'Details', you will see the following screen:

Error

Please check your answers: at least one is missing or is incorrect.

[General](#) / [Registration](#) / [! Uploads](#) / [Privacy consent](#) / [Submit stay abroad request](#)


Courses
Stay abroad
Log off

Uploads Step 3 of 5

Information about uploads

Each faculty requires different uploads. Please check your faculty's requirements by following the link below:
[Faculty of Technology, Policy and Management](#)

8 Please upload your motivation letter
incomplete document

! Attachments
[Test PDF.pdf](#)  Not accepted
Not all attachments which were marked 'not accepted' have been modified. Please review.

9 Please upload your CV
Attachments
[Test PDF.pdf](#) Submitted

10 Please upload your Transcript of records
* Attachments
[Test PDF.pdf](#) Submitted

11 Please upload your Language Certificate
Attachments
[Test PDF.pdf](#) Submitted

Please check your answers: at least one is missing or is incorrect.

[Back](#) [Continue](#)

➔ Delete the rejected/incorrect document(s) by clicking on the red cross next to the already uploaded document.

Courses
Stay abroad
Log off


Uploads Step 3 of 5

Information about uploads

Each faculty requires different uploads. Please check your faculty's requirements by following the link below:
[Faculty of Technology, Policy and Management](#)

8 Please upload your motivation letter

incomplete document

* Attachments 

9 Please upload your CV

Attachments
[Test PDF.pdf](#) Submitted

10 Please upload your Transcript of records

* Attachments
[Test PDF.pdf](#) Submitted

11 Please upload your Language Certificate

Attachments
[Test PDF.pdf](#) Submitted

Please check your answers: at least one is missing or is incorrect.

[Back](#) [Continue](#)

➔ Now you have the possibility to upload a new document by clicking on the '+'-button next to 'Attachments'.

[General](#) / [Registration](#) / [! Uploads](#) / [Privacy consent](#) / [Submit stay abroad request](#)

Courses
Stay abroad
Log off


Uploads Step 3 of 5

Information about uploads

Each faculty requires different uploads. Please check your faculty's requirements by following the link below:
[Faculty of Technology, Policy and Management](#)

8 Please upload your motivation letter

incomplete document

* Attachments
[Test PDF.pdf](#)  [New](#)

9 Please upload your CV

Attachments
[Test PDF.pdf](#) Submitted

10 Please upload your Transcript of records

* Attachments
[Test PDF.pdf](#) Submitted

11 Please upload your Language Certificate

Attachments
[Test PDF.pdf](#) Submitted

[Back](#) [Continue](#)

➔ After uploading a new document, click on 'Continue'.

Additional information

Being inactive on a screen for too long

- ➔ When you are inactive on a certain screen/webpage for too long, you will be redirected to the home page when clicking on the next 'Continue'-button.
- ➔ Under the header 'Stay abroad' you will find your current application for the exchange.
- ➔ Click on the 'Details'-button (indicated with the red arrow) to continue with your application.

[New request](#) [Help](#) Stay abroad

By clicking "New request" you can choose to submit ONE of the following options:
- Application for student exchange
- Request registration contact and emergency information

Courses

Stay abroad Application for student exchange is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2022-2023

Log off Your registration and contact details and emergency will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad. Before registering your contact and emergency details, please verify that your stay abroad has been approved by your faculty. For information about scholarship procedures, click [here](#). For information about safety, insurance and vaccinations, click [here](#).

You must fill in your contact and emergency details, as well as the 'departure date' and 'return date'. Click on "Contact information" to do so. In order to apply for IIF scholarship please proceed by clicking on "Grant" after creating a New request.

We kindly request users to report issues/problems with this form to [Contact Centre](#)

Stay abroad requests

Stay abroad	Degree programme	Period	Status	Decision	Progress	
Application for student exchange	Master Complex Systems Engineering and Management	01/09/2022 until 31/01/2023	Not yet submitted		Step 0 of 1 (More info)	Details

[New request](#) [Help](#) 5607108 - DB Test Last login: Wednesday, November