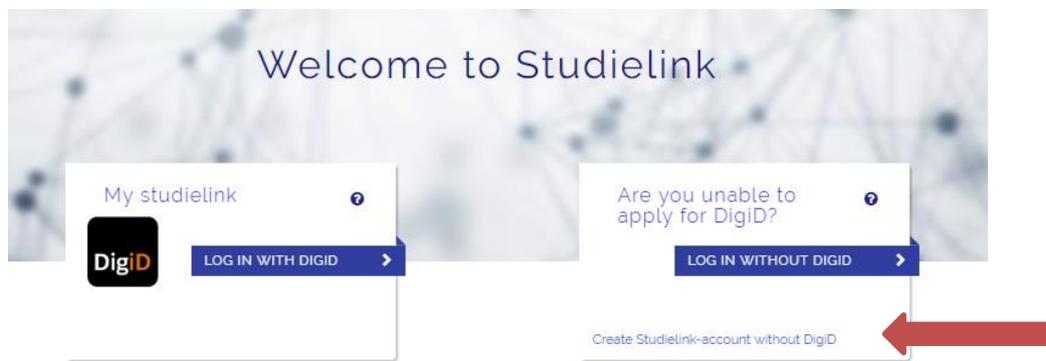


## Step-by-step instruction: Create Studielink account (without DigiD)

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](http://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](http://www.studielink.nl) and choose your preferred language (Dutch, English or German) in the upper right corner.
- **Step 2:** Click **<Create Studielink-account without DigiD>** and follow the steps below.



You can arrange your (re-)enrolment at institutions of higher education in the Netherlands via Studielink. You can find more information on the enrolment procedure and admission requirements on the [website of the educational institution](#).

More information about Studielink can be found [here](#).

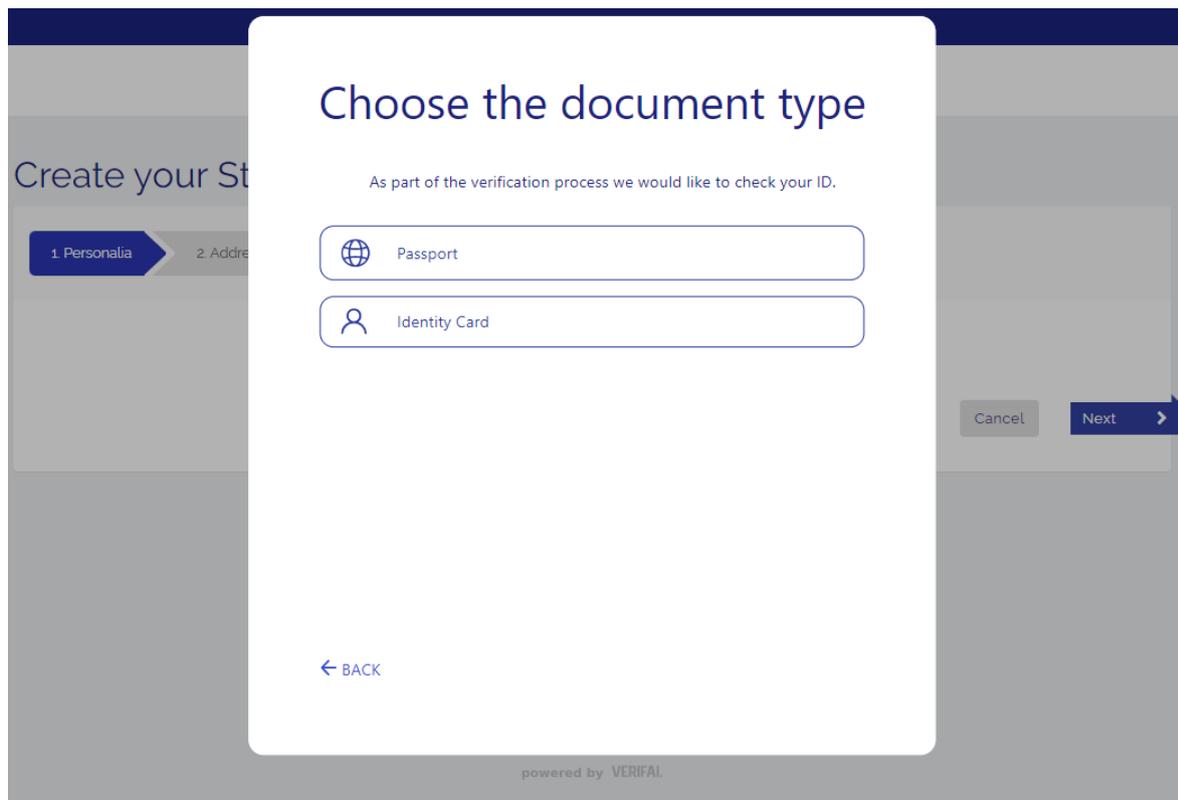
- **Step 3:** Enter the nationality on the identity document that you are uploading and select **<Scan passport/ID>**.

The screenshot shows the 'Create your Studielink account' wizard at the 'Nationality' step. The progress bar at the top indicates the following steps: 1. Personalia (active), 2. Address, 3. Contact, and 4. Summary. A yellow-bordered box contains the following text: 'Please note: do you already have a Studielink account and are you unable to log in or did you forget your login details? Please do NOT create a new Studielink account! Contact your (future) educational institution, they can help you regain access to your account.' Below this, a paragraph states: 'You need a passport or European identity card to create an account. If you hold two nationalities, including a European one, please use your European passport or identity card. If you have any questions about how digital identity verification works or would like to know how your personal data will be used, then please find more information [here](#).' A 'Nationality' label is positioned to the left of a white input field with a blue dropdown arrow on the right. At the bottom right, there are two buttons: a grey 'Cancel' button and a blue 'Scan passport/ID' button with a right-pointing arrow.

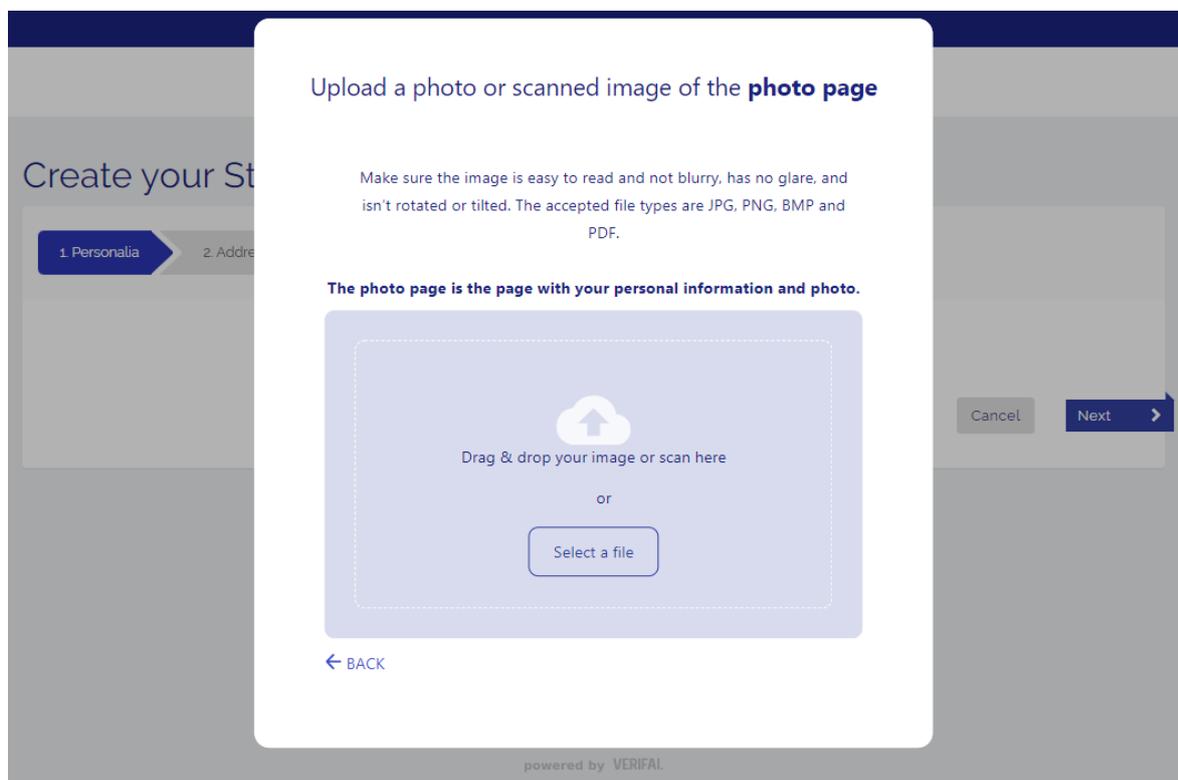
- **Step 4:** A wizard opens where you can upload your identity document. Select **<Start>**.

The screenshot shows a modal dialog titled 'Verify your identity'. The text inside reads: 'We would like to know whether it's you. In just a few simple steps, we'll guide you through the process of verifying your identity!'. In the center is a circular icon containing a stylized person silhouette and a document with horizontal lines. At the bottom left of the modal is a 'CLOSE' link, and at the bottom center is a blue 'START' button. The background shows the 'Create your Studielink account' wizard with the progress bar at the 'Personalia' step. On the right side of the background, there are 'Cancel' and 'Next' buttons. At the bottom of the entire page, it says 'powered by VERIFAL'.

- **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>**.

The screenshot shows a multi-step form with four tabs: 1. Personalia (active), 2. Address, 3. Contact, and 4. Summary. Below the tabs, there is a warning message: "If any of your details are incorrect, you should state this at the bottom of the page. You can then change your details. The educational institution to which you are submitting your enrolment application will check your personal details at a later stage." The form fields are: First names (Carmen), Initials (C), Prefix (dropdown), Surname (Española), Gender (radio buttons: Established as unknown, Female (selected), Male), Date of birth (1, January, 1980), Place of birth (Madrid (madrid)), and Nationality (Spanish). A yellow-bordered box contains the text: "You have used the passport scan. The details above may not match the details on the scanned identity document exactly. If this is the case, please indicate this below." Below this box are two radio button options under "Confirm details": "The details above match the details on my identity document" and "The details above do NOT match the details on my identity document". A pink arrow points to the "Next" button at the bottom right, which is highlighted in blue.

**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>**.

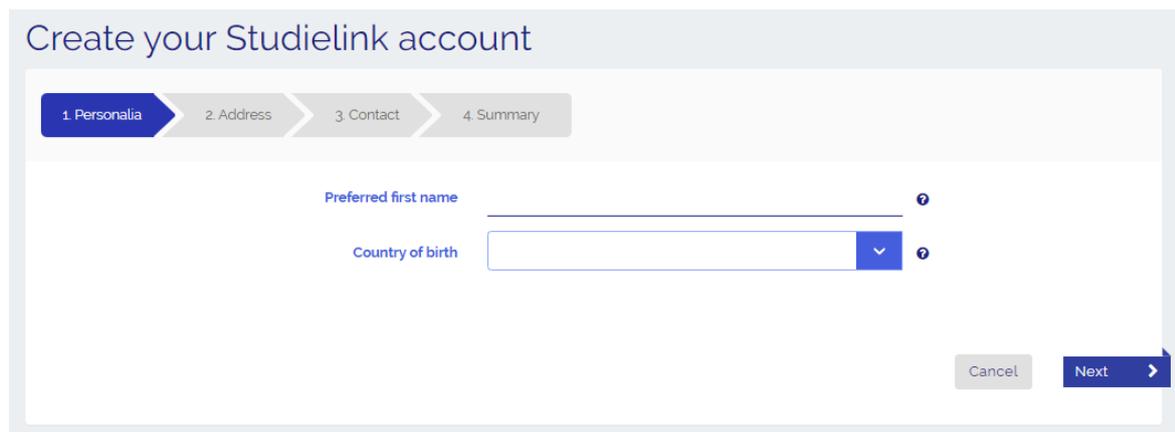
## Confirmation

**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.



The screenshot shows a web form titled "Create your Studielink account". At the top, there is a progress bar with four steps: "1. Personalia" (highlighted in blue), "2. Address", "3. Contact", and "4. Summary". Below the progress bar, there are two input fields: "Preferred first name" with a text input box and a help icon, and "Country of birth" with a dropdown menu and a help icon. At the bottom right, there are two buttons: "Cancel" and "Next" with a right-pointing arrow.

**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>**.

## Create your Studielink account

1. Personalia

2. Address

3. Contact

4. Summary

The scan of your identity document was unsuccessful or you have indicated that your personal details were incorrect when you checked them. Please enter your details as specified on your identity document. Please also complete the 'Preferred first name' and 'Country of birth' fields. The details will be sent to the educational institution to which you are submitting your enrolment application, which will check your personal details at a later stage.

**First names**

**Initials**

**Preferred first name**

**Prefix**

**Surname**

**Gender**  Established as unknown  Female  Male

**Date of birth**

**Place of birth**

**Country of birth**

**Nationality**

Cancel

Next >

- **Step 11:** Fill in your home address. *Please note: this can't be a Dutch address. if you have 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).*

## Create your Studielink account

1. Personalia > 2. Address > 3. Contact > 4. Summary

**Official Home Address**

Country	United States	✓
Street	Ponemah Hill Rd.	✓
House number with addition	52	✓
Zip code	03055	✓
Residence	301	✓
Additional address information	Optional	?
	<input checked="" type="checkbox"/> This is also my correspondence address	?

[Back to previous page](#) **NEXT** >

- **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.

Create your Studielink account

1. Personalia > 2. Address > 3. Contact > 4. Summary

E-mail address	hans@gmail.com	✓	?
Confirm email address	hans@gmail.com	✓	
Password	.....	✓	
Confirm password	.....	✓	
Phone number	+1 4058875234	✓	
Phone number 2	Optional		
Correspondence language	English		?

[Back to previous page](#) **NEXT** >

- **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.

- I have checked all the details and they are correct.
- I agree with the [general terms and conditions](#) of Studielink.



Click or touch the umbrella



cancel

Create

- **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](http://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.*

## Submit enrolment application

1 Previous education

2 Choose a study programme

3 Study programme details

4 Institutional questions

5 Confirm

Add previous education

Did you obtain a diploma?

Yes

No, not yet

Next question

## Submit enrolment application

1. Previous education

2. Choose a study programme

3. Study programme details

4. Institutional questions

5. Confirm

### Add previous education

In which country did you obtain your diploma/degree certificate?

United States of America

[Back to previous question](#)

[Next question](#)

## Submit enrolment application

1. Previous education

2. Choose a study programme

3. Study programme details

4. Institutional questions

5. Confirm

### Add previous education

On which date did you obtain your diploma?

13

July

2004

[Back to previous question](#)

[Next question](#)

### Add previous education

Select your study programme from the following list

Highschool Diploma

[Back to previous question](#)

[Next question](#)

- ➔ **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

<next>.

Manually added previous education

+ Add previous education

**Highschool Diploma**

Type of diploma/degree certificate:	Highschool Diploma
Diploma received:	Yes
Diploma date:	July 13, 2004
Country:	United States of America
Verification status:	Previous education must be verified by the institution

Next

→ **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:** type " Exchange" in the search bar

1. Previous education > 2. Choose a study programme

Exchange

Delft University of Technology

WO Master

Academic load

Main language

→ **Step 20:** Select from the 31 options the Exchange program that you wish to enrol for at TU Delft  
The type of study programme will be WO Master even if you are a Bachelor student and you will follow Bachelor level courses

1. Previous education > 2. Choose a study programme > 3. Study programme details > 4. Institutional questions > 5. Confirm

Exchange

31 RESULTS

**AEROSPACE ENGINEERING - EXCHANGE**

Full-time

Study programme level: WO Master

Educational institution: Delft University of Technology

Location: DELFT

Start as: Only first-year students

**APPLIED EARTH SCIENCES - EXCHANGE**

Full-time

Study programme level: WO Master

→ **Step 21:** In the " Study Programme details" tab, select the correct start date and indicate *Start as:* " First year" and click NEXT

Website

Start date

Type of enrolment

Start as

→ **Step &&:** Answer all the " Institutional Questions"

→ **Step &'** : Check application and click confirm

I have checked all the details and they are correct.

[Back to previous page](#)

Confirm >

→ **Step 24:** Follow the instructions you will receive to continue your application in OSIRIS

→ **Step 25:** You will receive an enrolment confirmation showing the dates of the complete academic year. This does not refer to your exchange duration but to the duration of the TU Delft academic year.

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

If you have questions concerning TU Delft courses, [contact](#) the faculty of your chosen exchange programme.