

Leiden University

Short term non-degree Programmes

Application for Admission and Housing



Universiteit Leiden
The Netherlands

Application form for admission and housing

This form is to be completed only by those who wish to undertake up to one year of non-degree work at Leiden University.

It consists of five parts:

- I. Personal data.
- II. Admission data.
- III. Housing data.
- IV. Signature.
- V. Important information.

I. PERSONAL DATA

Last (family) name:

Date of birth (*day-month-year*):

Sex ☐ female ☐ male

First names:

Place & country of birth:

Nationality:

Address

1. Address for correspondence (valid until):

Phone:

Fax:

(including area and country code)

E-mail:

2. Home address (if different from 1.):

Phone:

Fax:

Mobile:

Prior to starting your term at Leiden University, postal mail to be sent to: ☐ Address for correspondence ☐ Home address

After ending your term at Leiden University, postal mail to be sent to: ☐ Address for correspondence ☐ Home address

Contact in case of emergency

Name(s):

Address:

Relationship to you:

Phone:

(including area and country code)

II. ADMISSION DATA

Name of home university:

Department at home university:

I am applying

- ☐ as an Erasmus exchange student.
- ☐ on an other Exchange Programme between my home university and Leiden University.
- ☐ as an ISEP-student. ☐ as an ISEP-direct-student.
- ☐ as a fee-paying student in the Study Abroad Programme.

University education

Undergraduate:	major:	minor:
Graduate:	major:	minor:
Number of academic years completed:		Expected date of graduation:
Degrees (BA/BSc or MA/MSc) obtained:		
Date and institution:		

Please enclose the following items:

- copy of your passport's personal page;
- copy of your home university Student's Card;
- official transcripts of all institutions of higher education attended (in English);
- copy of health and liability insurance.

The following does not apply to Erasmus students. However, please note that in some cases the co-ordinator may get in contact for more information.

Please enclose the following items:

- two academic references / letters of recommendation;
- personal statement of purpose / study plan;
- copy of TOEFL or ELTS test if English is not your native language;
- passport photograph.

For non-exchange students: a check for the non-refundable application fee of € 50 (free of bank charges) or proof of payment by bank or credit card. *This application fee does not apply to exchange students.*

Languages

Native language:

Dutch: ☐ Fluent ☐ Good ☐ Reasonable ☐ Poor
English: ☐ Fluent ☐ Good ☐ Reasonable ☐ Poor

Other languages:

Study-period

- ☐ Fall semester (September – December / January)
☐ Spring semester (January / February – June)
☐ Academic year, from to

Study proposal

Please list courses which you wish to take (in order of priority) or enclose a study / research plan.

Fall semester

1.
2.
3.
4.
5.

Spring semester

1.
2.
3.
4.
5.

Leiden University Co-ordinator

Please write down the name of the co-ordinator and of the department at Leiden University.

Name:

Department:

I learned about Leiden University through:

☐ Brochure (title):

☐ Internet

☐ Other:

☐ Study Abroad advisor

Please have your co-ordinator at your home university complete the following

Statement of Home Institution

The above mentioned student has been selected by our institution and we agree on the study programme proposed by this student.

Name home university and country:

Name co-ordinator:

Function:

Phone:

Fax:

E-mailaddress:

Date:

Signature:

Stamp:

III. HOUSING DATA

Do you require assistance from Leiden University in finding accommodation?

yes ☐ no ☐

If you don't require assistance you can finish by signing the application form.

Important notice

Please note that Leiden University **cannot guarantee housing**. If however your housing form reaches our offices before **1 April**, we'll offer assistance in finding accommodation. This means that we'll do our best to come to your needs. However, applications will be served on a first come base, meaning that if the demand is larger than the number of rooms we can offer, there is a possibility we won't be able to make you a proposal. After 1 April, requests will be processed upon availability. Please also read 'Important information' below.

The deadline for the spring semester is 15 October.

During exactly which period do you need accommodation? From ... / ... / ... until ... / ... / ...

Please indicate your choices in order of priority. The amount in euro's indicates the monthly rent. For information on the different types of accommodation, please visit the website of the SLS (www.sls.nl) and follow the link 'Short Stay'.

	Priority (1, 2 etc.)		Priority (1, 2 etc.)
<input type="checkbox"/> A-Class room (€ 341 - € 500)	<input type="text"/>	<input type="checkbox"/> A-Class apartment (€ 535 - € 637)	<input type="text"/>
<input type="checkbox"/> B-Class room (€ 240 - € 375)	<input type="text"/>	<input type="checkbox"/> B-Class apartment (€ 507 - € 535)	<input type="text"/>
<input type="checkbox"/> C-Class room (€ 170 - € 410)	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> D-Class room (€ 255)	<input type="text"/>		

IV. SIGNATURE

Place:

Date:

Signature:

V. IMPORTANT INFORMATION

Deadline housing Application

Application forms for housing received before 1 April will be taken into the procedure. Please take into consideration the time it takes your application to reach our offices. *Forms reaching our offices later than 1 April will be processed upon availability.*

The deadline for the spring semester is 15 October.

Housing procedure

All requests for housing will be labelled in the order they arrive in at our offices. As housing capacity is limited, applicants will be offered housing on a first come basis. At the end of May or the beginning of June you will receive notice at the address you indicated above whether you will be offered housing.

Fees

- Once accepted to the programme, students are obliged to pay a € 500,- non-refundable deposit within four weeks of acceptance. This counts towards the tuition fee and confirms the student's participation in the programme. *This deposit does not apply to exchange students.*
- All bank transfers (for application fee, deposit, and tuition) should be made to the following account:

Bank:	ABN-AMRO Bank
	Stationsweg 31-33, P.O. Box 66, 2300 AB Leiden, The Netherlands
Account:	NL59ABNA055 28 28 785

Return Addresses

Exchange students

Please return the form to the International Office. Do not send it to any department or faculty, as this might corrupt your application for housing.

The address:

Leiden University

ICS / International Office

P.O. Box 9500

NL-2300 RA Leiden

The Netherlands.

Fax: +31 71 527 7182

www.leiden.edu

Non-exchange students (fee-paying students)

Non-exchange students will be enrolled in the Study Abroad Programme. Non-exchange students should return the form to:

Leiden University World-wide Programmes

International Programmes Officer

Rapenburg 67

P.O. Box 9500

2300 RA Leiden

The Netherlands Phone: +31 71 527 7287

Fax: +31 71 527 7298

studyabroad@luwp.leidenuniv.nl

Application for admission deadlines

Deadline for application for admission is 1 April for the fall semester (September-December) and 15 October for the spring semester (January/February-June). Late applications will not necessarily be rejected but we strongly urge students to meet the deadlines.

Dutch Language courses

If you're interested in taking intensive Dutch language lessons, please visit our website at www.leiden.edu and follow the link 'International Students'. Here you will also find information on the other language courses offered by the Language Department.

for office use only	
Ondergetekende verklaart dat betrokken student welkom is bij de opleiding die is aangegeven.	
<input type="checkbox"/> ook verklaart ondergetekende dat de kosten voor een eventuele taal cursus kunnen worden gedeclareerd bij ondergetekende.	
Naam coördinator:	
Opleiding of faculteit:	
Handtekening:	Datum:
Toestelnummer:	