




Step 1 Start

- Go to www.windesheim.studielink.nl.
- On the welcome page of Studielink, change the language to English by clicking on the appropriate icon on the left-hand side of the page.

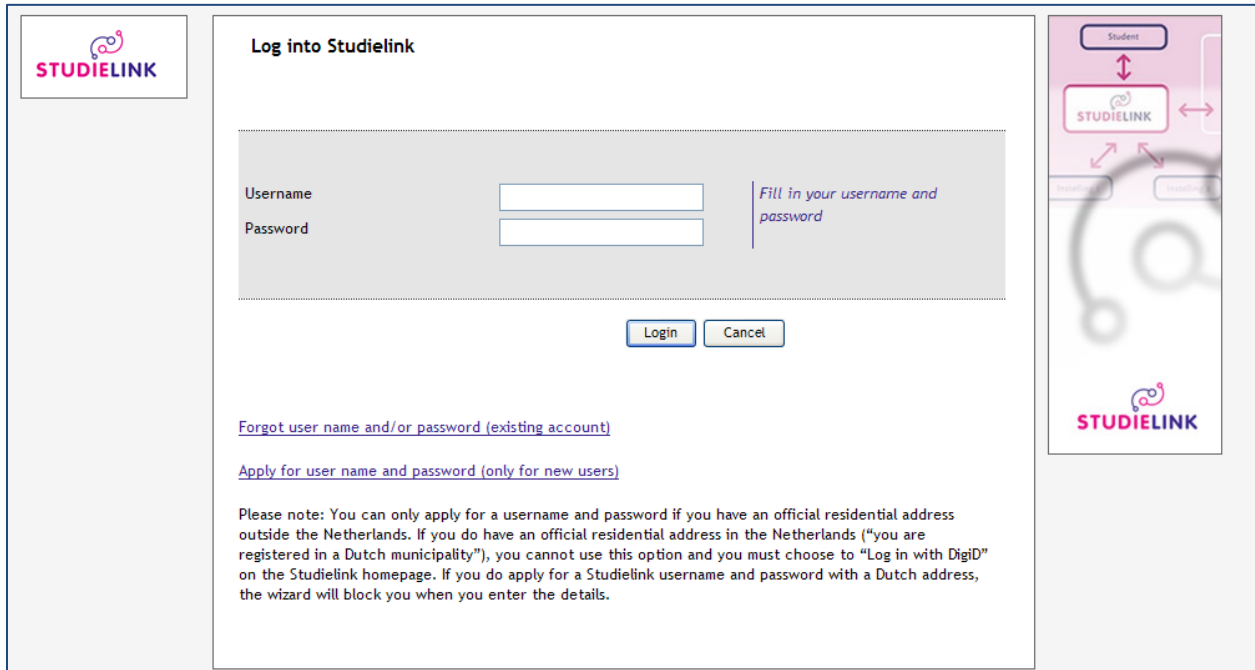
  Studentenhelpdesk Veelgestelde vragen Algemene voorwaarden Disclaimer	<p>Welkom bij Studielink</p> <p>line e in voor een opleiding aan een hogeschool en/of universiteit. Studielink geeft je inschrijfggegevens automatisch door aan DUO als dat nodig is. Weet je nog niet precies hoe de inschrijfprocedure bij jouw hogeschool / universiteit verloopt, klik dan op de website van de onderwijsinstelling.</p> <p>Inloggen</p> <p>Heb je nog een Studielink gebruikersnaam? Zet deze dan nu eenmalig om!</p> <p>Inloggen met DigiD (voor iedereen met een officieel Nederlands woonadres)</p> <p>Aanvragen inloggegevens en inloggen (UITSLUITEND voor studenten met een buitenlands woonadres)</p>	
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Step 2 Apply for a Studielink User Name and Password

- Click on 'Request login details and log in'.

  Student Helpdesk Frequently Asked Questions General conditions Disclaimer	<p>Welcome to Studielink</p> <p>Arrange your enrolment on-line You enrol in a study programme at an institution of higher education via Studielink. Studielink will automatically pass your enrolment details on to DUO if necessary. If you do not know exactly how the registration procedure at your university / institution of higher professional education works, then visit the institution's website for more information.</p> <p>Log in</p> <p>Request login details and log in (EXCLUSIVELY for students with a home address abroad)</p> <p>Do you still have a Studielink user name and password? Convert this now (once only)!</p> <p>Log in with DigiD (for anyone with an official home address in the Netherlands)</p>	
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- Click on 'Apply for user name and password'.



Log into Studielink

Username

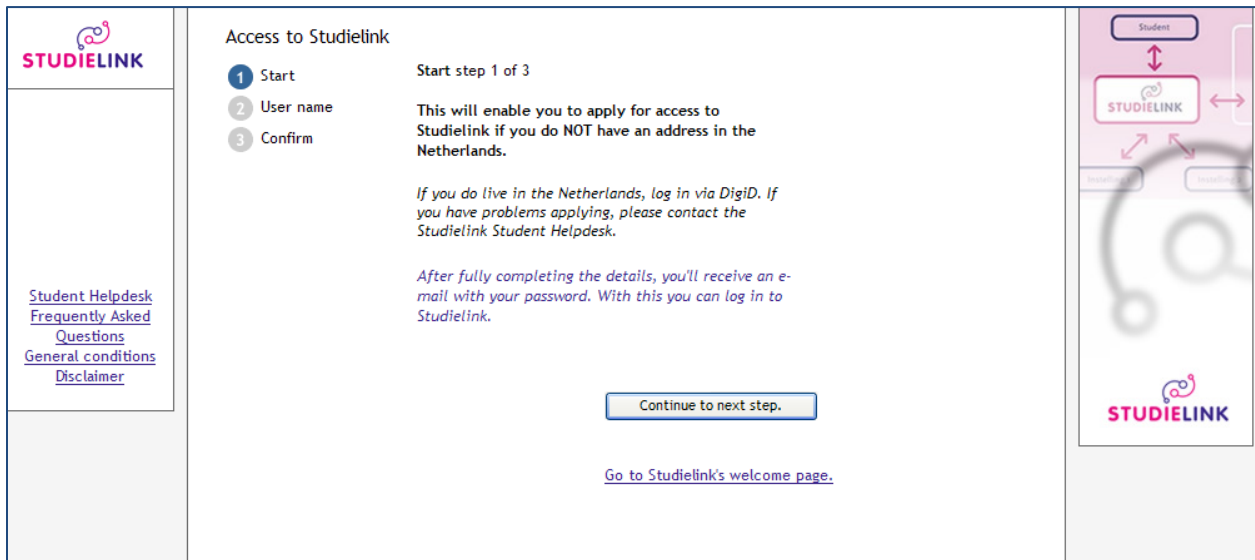
Password *Fill in your username and password*

[Forgot user name and/or password \(existing account\)](#)

[Apply for user name and password \(only for new users\)](#)

Please note: You can only apply for a username and password if you have an official residential address outside the Netherlands. If you do have an official residential address in the Netherlands ("you are registered in a Dutch municipality"), you cannot use this option and you must choose to "Log in with DigiD" on the Studielink homepage. If you do apply for a Studielink username and password with a Dutch address, the wizard will block you when you enter the details.

Note: If you have an official Dutch residence address but you do not have sufficient command of the Dutch language (yet), please ignore the message that you should log in with DigiD and just click on 'Apply for user name and password' and 'Continue to next step':



Access to Studielink

1 Start Start step 1 of 3

2 User name

3 Confirm

This will enable you to apply for access to Studielink if you do NOT have an address in the Netherlands.



If you do live in the Netherlands, log in via DigiD. If you have problems applying, please contact the Studielink Student Helpdesk.

After fully completing the details, you'll receive an e-mail with your password. With this you can log in to Studielink.

[Go to Studielink's welcome page.](#)

[Student Helpdesk](#)
[Frequently Asked Questions](#)
[General conditions](#)
[Disclaimer](#)



- Read the 'General conditions', tick the box 'I agree with the conditions' and click on 'Continue'.

	<p style="text-align: center;">General conditions</p> <p>Studielink requests various personal details needed by DUO and/or the institution for higher education for your application and enrolment. This is largely prescribed by law. However, not all questions are regulated by law. That's why, in a number of cases, you need to grant explicit permission for the use, forwarding or verification of your details. This question is asked several times in the wizard. It concerns the following details:</p> <p>a) GBA-details With the establishment of Studielink, the written application and enrolment is replaced with an electronic application and enrolment. To make this possible, Studielink needs to ascertain your identity beforehand. The identity and personal details of students not resident in the Netherlands will be verified by the institution of higher education where they wish to study. Studielink performs the legally required verification at the start of the process. If you do not authorise this, you will need to arrange it yourself at the institution of higher education where you wish to study.</p> <p>Finally, we request your attention for the following matters. The questions posed in Studielink are</p> <div style="background-color: #e91e63; color: white; padding: 5px; margin: 10px 0;"> <input checked="" type="checkbox"/> I agree with the conditions. </div> <div style="text-align: center; margin: 5px 0;"> <input type="button" value="Continue"/> </div> <p style="text-align: center;">Go to Studielink's welcome page.</p>	
<p style="text-align: center;"> Student Helpdesk Frequently Asked Questions General conditions Disclaimer </p>		

- Choose a user name that is easy for you to remember.

Suggestion: write down your username since you will need it whenever you need to log in to your Studielink account.

- Enter the e-mail address to which you want your Studielink e-mail to be delivered.
- Enter your cell phone (mobile) number.
- Click on 'Continue to next step'.
- Check your data. If they are incorrect, click on 'To previous page' and make the necessary changes. If they are correct, tick the box 'I confirm that the details above are correct' and then click on 'Send my details' to receive your user name and password by e-mail.


	<p style="text-align: center;">Access to Studielink</p> <p> 1 Start User name step 2 of 3 2 User name Enter user name and e-mail address. 3 Confirm </p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>User name* - at least six characters, including at least one digit and one letter - case sensitive</p> <p>E-mail address* This e-mail address will be used for all communication with Studielink.</p> <p>Cell phone number Country code + cell phone number, for example: +31-6 12345678. To use Studielink you must provide at least one telephone number. This can be a cell phone or a fixed line number. A fixed line number may be provided later. If you wish to enter another country code, select one here.</p> </div> <div style="text-align: center; margin: 10px 0;"> <input type="button" value="Continue to next step."/> </div> <p style="text-align: center;">To previous page</p> <p><small>* Mandatory fields.</small></p>	
<p style="text-align: center;"> Student Helpdesk Frequently Asked Questions General conditions Disclaimer </p>		

Step 3 Log into Studielink to Create your Personal Studielink Account

- Go to www.windsheim.studielink.nl.
- Change the language if needed again by clicking on the appropriate flag.
- Click on 'Request login details and log in'.
- Enter your chosen user name and the password you received from Studielink by e-mail. Click on 'Login'.

Step 4 Personal Details

- Click on 'Continue to next step' to enter your personal details.
- Enter your full name, as stated in your passport.
- *If married, always enter your maiden name.*
- Also enter the rest of your personal details at this point.
- Tick 'yes' where it says 'I grant permission to verify my previous education details and forward payment details', and click on 'Continue to next step'.



Log out of Studietink

Entering of personal details

1 Start 4 Password
2 Personal details **Step 1** 5 Confirm
3 Address details

Personal details step 2 of 5

You can enter your personal details here.

Surname*

Name supplements

Name (as known by)*

Official first names*

Gender* female

Date of birth* 00 - 0 - 0000

Place of birth*

Country of birth* GERMANY

Nationality* GERMAN

Second Nationality -

Cell phone number -

E-mail address*

Language of correspondence English

I herewith grant permission to check the information about my previous education*
 yes no

* Mandatory fields.

Enter your details here exactly as they are printed in your passport or on your identity card. If you are married, enter your own (maiden) name. Choose only 00 for day and month if your birthdate is unknown.

 You can change your e-mail address and mobile telephone number here. Enter your country code and your mobile telephone number in separate fields. If you wish to enter another country code, select one here.

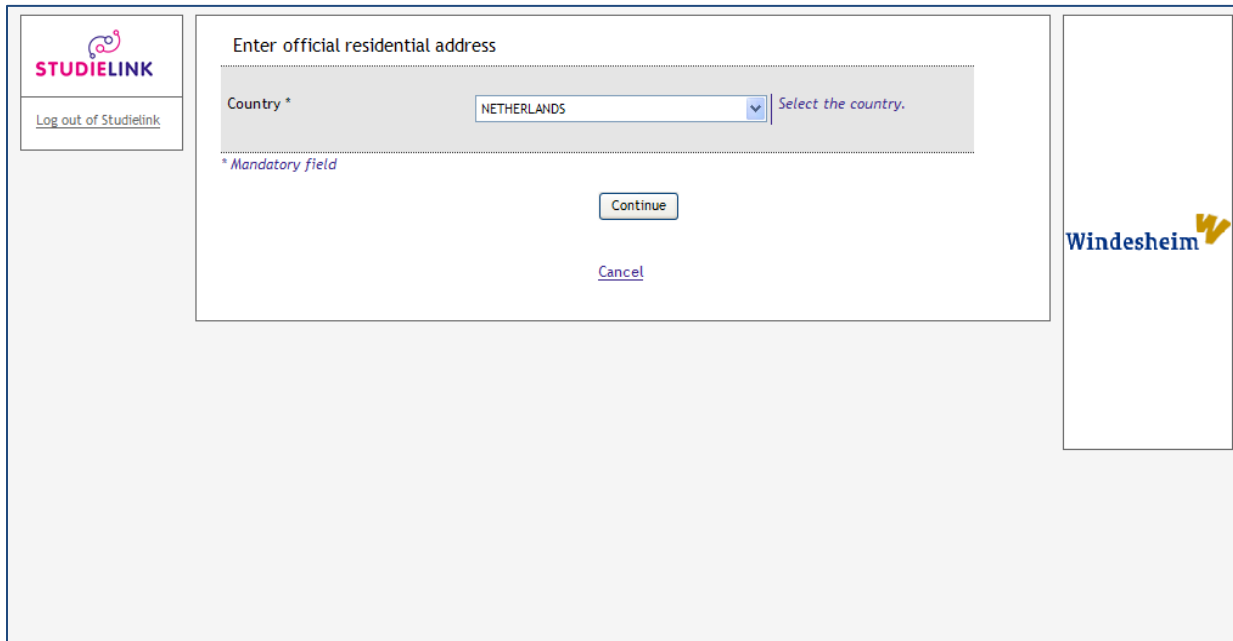
 If you don't grant permission, the application will demand a lot more effort. Read the i-button.

Step 5 Address Details

- Click on 'Enter official residential address'.

Note: If you have an official Dutch residence address but you do not have sufficient command of the Dutch language (yet), please enter your foreign residential address details. After you have created your Studielink account, you can enter your Dutch address details to which Windesheim will send all the necessary correspondence.

- Choose the country in which you are formally registered as a resident and click on 'Continue'.



STUDIELINK

Log out of Studielink


Enter official residential address

Country * Select the country.

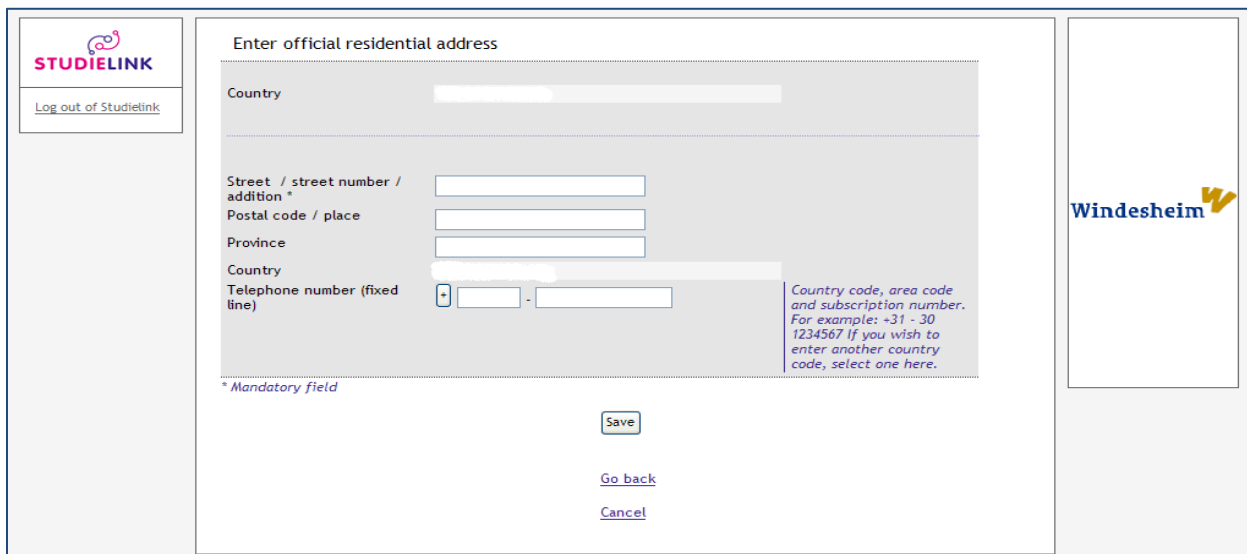
* Mandatory field

Continue

Cancel

Windesheim 

- Enter your address details and click on 'Save'.



STUDIELINK

Log out of Studielink

Enter official residential address

Country

Street / street number / addition *

Postal code / place

Province

Country

Telephone number (fixed line) -


Country code, area code and subscription number.
For example: +31 - 30 1234567 If you wish to enter another country code, select one here.

* Mandatory field

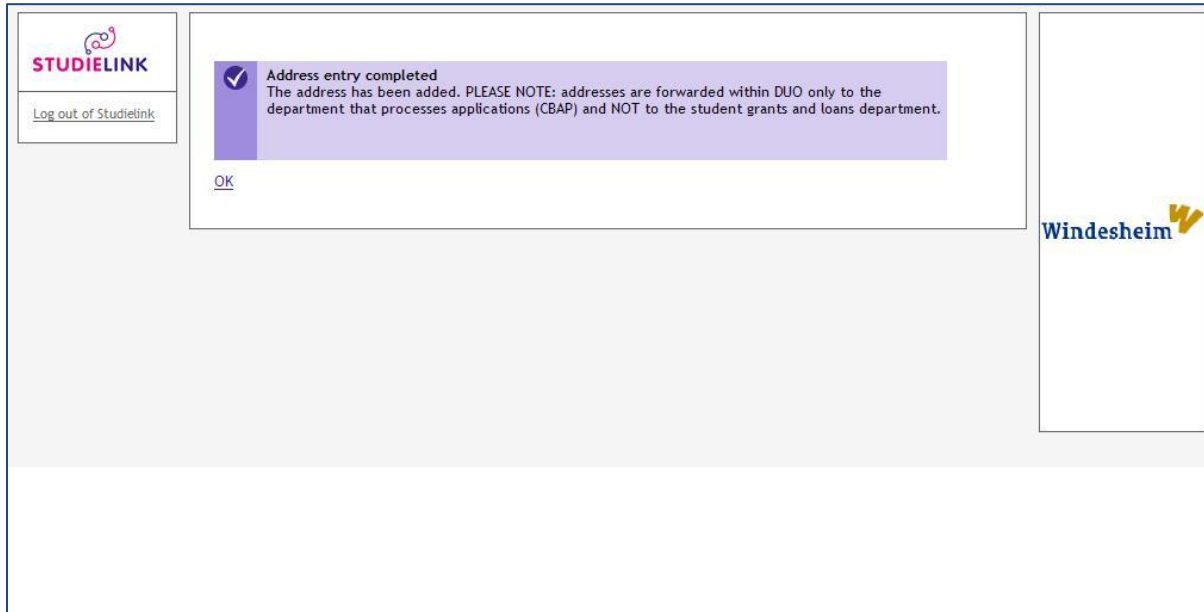
Save

Go back

Cancel

Windesheim 

- Check whether the data is correct and click on 'Continue to next step'.
- Click on 'OK'.



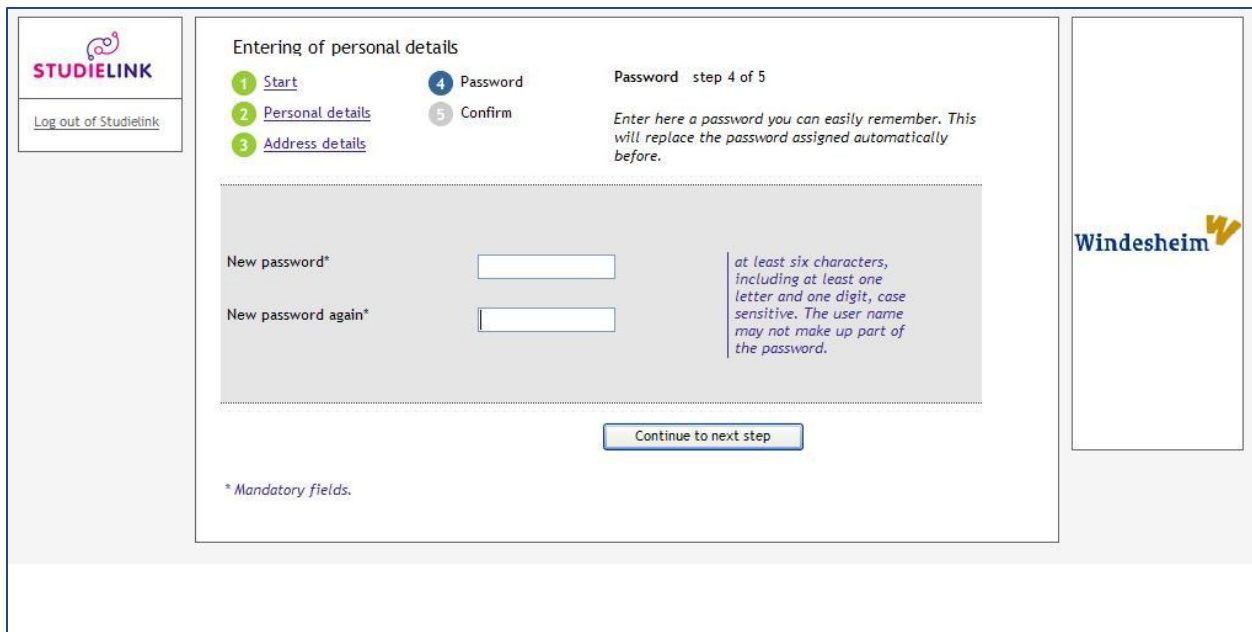
The screenshot shows a confirmation message in a purple box. On the left, there is a 'STUDIELINK' logo and a 'Log out of Studielink' link. On the right, there is a 'Windesheim' logo. The message text is: 'Address entry completed. The address has been added. PLEASE NOTE: addresses are forwarded within DUO only to the department that processes applications (CBAP) and NOT to the student grants and loans department.' Below the message is an 'OK' button.

Step 6 Enter New Password

- Create and enter a new and easy-to-remember password to ensure confidentiality and privacy.

Suggestion: write down your new password since you will need it whenever you log in to your Studielink account.

- Click on 'Continue to next step'.



The screenshot shows the 'Entering of personal details' step in the Studielink system. On the left, there is a 'STUDIELINK' logo and a 'Log out of Studielink' link. On the right, there is a 'Windesheim' logo. The main content area has a progress indicator with five steps: 1 Start, 2 Personal details, 3 Address details, 4 Password (current step), and 5 Confirm. Below the progress indicator, there are two input fields: 'New password*' and 'New password again*'. To the right of these fields is a text box with the following text: 'at least six characters, including at least one letter and one digit, case sensitive. The user name may not make up part of the password.' Below the input fields is a 'Continue to next step' button. At the bottom left, there is a note: '* Mandatory fields.'

- Check whether your data is correct, tick the box 'I confirm that the details above are correct' and click on 'Send my details'.

I confirm that the details above are correct.

[Print screen](#)

Press the button to send your details.
If you do not live in the Netherlands, the institution where you intend to study will verify these details. Please consult the institution's webpage for information about the procedure.

Send my details

You are now registered with Studielink. Click on 'To my personal page' to submit an enrolment application for the study programme of your choice.

Step 7 Enrolment Application

- Click on 'New enrolment application' and then on 'Continue to next step'.

Welcome [redacted]

possible actions:

New enrolment application

My enrolments

Messages received

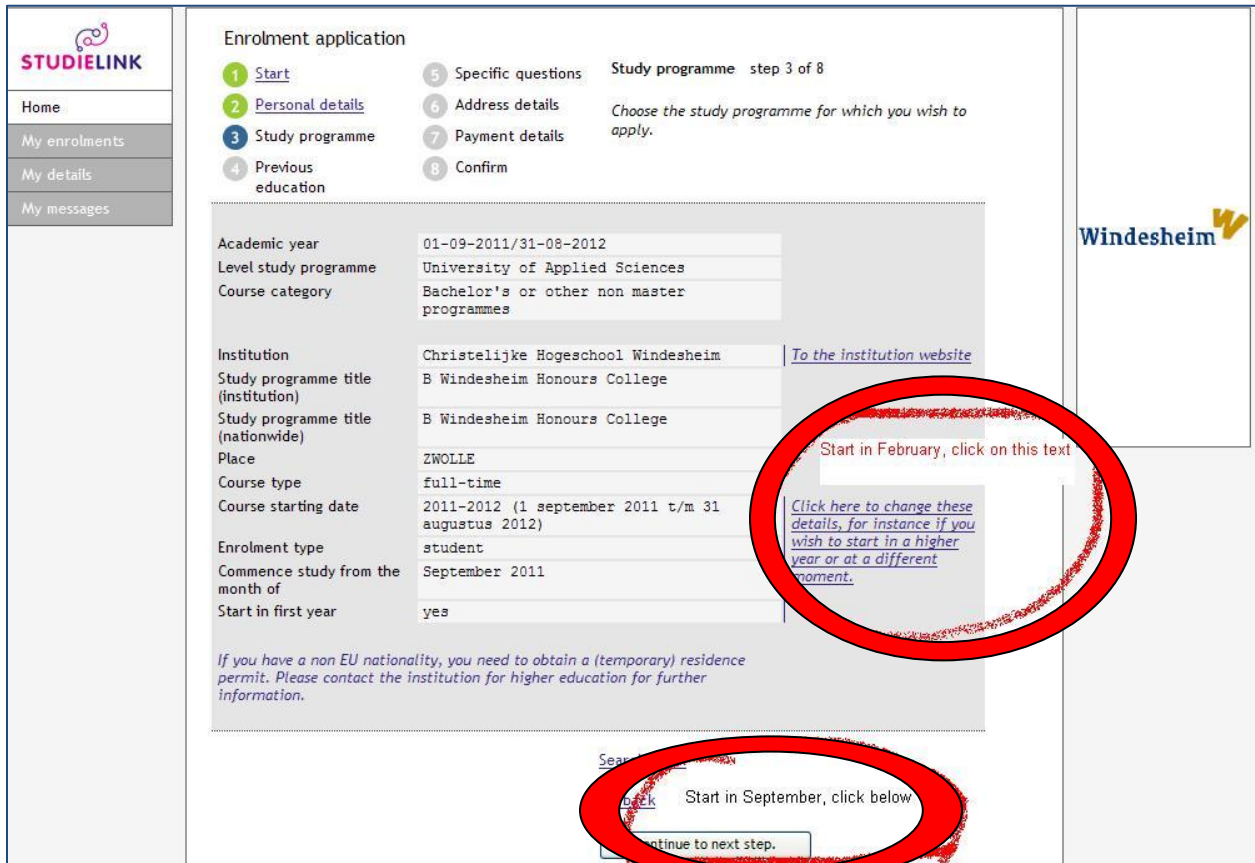
- Select the academic year in which you wish to start your Windesheim Honours College study.
- Select 'Bachelor's or other non master programmes'.

Note: a Dutch academic year runs from September 1 until August 31. Therefore, if you wish to start in February 2012, you should select 'academic year 01-09-2011/31-08-2012'.

- Institution: You can find Windesheim under C for 'Christelijke Hogeschool Windesheim' in the pull down menu.
- Study programme: Select B Windesheim Honours College in the next pull down menu, a summary of the details provided will now appear.

Please note that indicating B Windesheim Honours College is sufficient information for now, later on Windesheim will contact you on which specialization you would like to choose.

- If you want to start in September, click 'continue to next step'.
- If you want to start in February, click '[Click here to change these details, for instance if you wish to start in a higher year or at a different moment.](#)'



STUDIELINK

Home
My enrolments
My details
My messages

Enrolment application

1 Start 5 Specific questions Study programme step 3 of 8
 2 Personal details 6 Address details Choose the study programme for which you wish to apply.
 3 Study programme 7 Payment details
 4 Previous education 8 Confirm

Academic year: 01-09-2011/31-08-2012
 Level study programme: University of Applied Sciences
 Course category: Bachelor's or other non master programmes

Institution: Christelijke Hogeschool Windesheim [To the institution website](#)
 Study programme title (institution): B Windesheim Honours College
 Study programme title (nationwide): B Windesheim Honours College
 Place: ZWOLLE
 Course type: full-time
 Course starting date: 2011-2012 (1 september 2011 t/m 31 augustus 2012)
 Enrolment type: student
 Commence study from the month of: September 2011
 Start in first year: yes

If you have a non EU nationality, you need to obtain a (temporary) residence permit. Please contact the institution for higher education for further information.

Start in February, click on this text [Click here to change these details, for instance if you wish to start in a higher year or at a different moment.](#)

Start in September, click below

- Select February 2012, if you wish to start in February 2012, click 'Modify' and in the next screen: 'continue to next step'.



Modify details

Enrolment type: student
 Course starting date: 2011-2012 (1 september 2011 t/m 31 augustus 2012)
 Commence study from the month of: **February 2012**
 Start in first year:

If you uncheck the box it means that you wish to apply for enrolment as an advanced-year student.


Step 8 Previous Education Details

- Click on “Add previous education details”.
- Select the country in which you received, or expect to receive, your diploma.
- Indicate whether you have already received your previous education diploma by clicking either ‘yes’ or ‘no’.
- Enter the date of when you received, or expect to receive, your diploma.

If you have entered just now that you will receive your diploma at a later date, please change your diploma status in Studielink as soon as you have received it.

- Select the type of diploma you received, or expect to receive. If this diploma is not mentioned in the list, select ‘-other-’.
- Click on ‘Continue’.
- Check whether all the details are correct and click on ‘Continue’.
- Click on ‘Continue to next step’.

Note: Studielink can only verify Dutch diplomas. Therefore, ignore the message in Studielink that your non-Dutch diploma could not be verified and continue to answer the remaining questions as they relate to you.




- Home
- My enrolments
- My details
- My messages

Enrolment application Previous education step 4 of 8

- 1 [Start](#)
- 2 [Personal details](#)
- 3 [Study programme](#)
- 4 [Previous education](#)

- 5 [Specific questions](#)
- 6 [Address details](#)
- 7 [Payment details](#)
- 8 [Confirm](#)

Here you can enter or supplement the previous education details, on the grounds of which you can be admitted to a study programme. You may continue if you've provided this information before. Click on the *i*-button for more information.



Previous education	Diploma received	Date diploma (to be) received	Verified ?
<p>Add previous education</p> <p>Selected country: <input type="text" value="FINLAND"/></p> <p>Diploma received: <input type="text" value="yes"/></p> <p>Date diploma (to be) received: <input type="text" value="01-05-2010"/></p> <p>Select diploma: <input type="text" value="-make a choice-"/></p> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> <p>-make a choice-</p> <p>-other-</p> <p>Illopiilastutkintodistis</p> <p>International Baccalaureate</p> </div> <p style="text-align: center; margin-top: 10px;"> Go back Cancel addition </p>			

Step 9 Specific Windesheim Application Questions

- Answer the questions by indicating either yes or no and click 'Continue to next step'

Specific questions posed by institution (Christelijke Hogeschool Windesheim).

What is your marital status? *
 Unmarried
 Married

What belief do you have? *
 Protestant
 Roman Catholic
 Islam
 Jewish
 Other
 None

Do you give permission to the school where your first training course about the study results that you hope to achieve going into the foundation year, a possible switch to another program and (later) to obtain the certificate of graduation? *
 No
 Yes

Was there an internship component in your training? *
 Yes
 No

Non-native Dutch? Do you need language support or extra exam time because Dutch is not your native tongue? Want to discuss the options with a counselor? *
 No
 Yes


Dyslexia or other disabilities? Do you have dyslexia, dyscalculi, A (D) HD, ASS, chronic disease, energy problems or other disabilities? And you want a counselor to discuss possible improvements of the education and exams as possible? *
 No
 Yes

Due to grasp the relationship between expectations of training schools and results you and other students in the first year out we will be better able to supplying schools with the connection between secondary education and higher education.

For a successful study is a good command of the Dutch language. If you grew up with a language other than Dutch, you may be entitled to language support and extra exam time. You answer yes, then we will contact you immediately.

A disability can interfere with your studies. Windesheim through adjustments can help to make studying easier. You answer yes, then we will contact you immediately. You can also forward an appointment through 0900-8899.

For Windesheim Honours College you do not need Dutch language support, our programme is taught completely in English



Continue to next step

Step 10 Address Details

- Previously, you have provided the details of your home address. If your home address is the same as your correspondence address, click on the bullet next to 'Click here to select this address' and then on 'Continue to next step'.
- If your home address is not the same as your correspondence address, click on 'provide another address here' on the right-hand side and fill in the address details.

Enrolment application

<p>1 Start</p> <p>2 Personal details</p> <p>3 Study programme</p> <p>4 Previous education</p>	<p>5 Specific questions</p> <p>6 Address details Step 5</p> <p>7 Payment details</p> <p>8 Confirm</p>	<p>Address details step 6 of 8</p> <p>At this moment Studielink has registered the following addresses for you. Select the address that you wish to register for correspondence with the selected institution.</p> <p>Should you wish to use another correspondence address, you can provide another address here.</p>
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Correspondence addresses

Street / street number / addition	STREET + NUMBER	<p><i>This address is/will be registered with: - DUO (afdeling CBAP)</i></p>
Postal code / place	POST CODE PLACE	
Province	PROVINCE	
Country	COUNTRY	
Telephone number (fixed line)	Phone Number	

[Click here to select this address.](#)

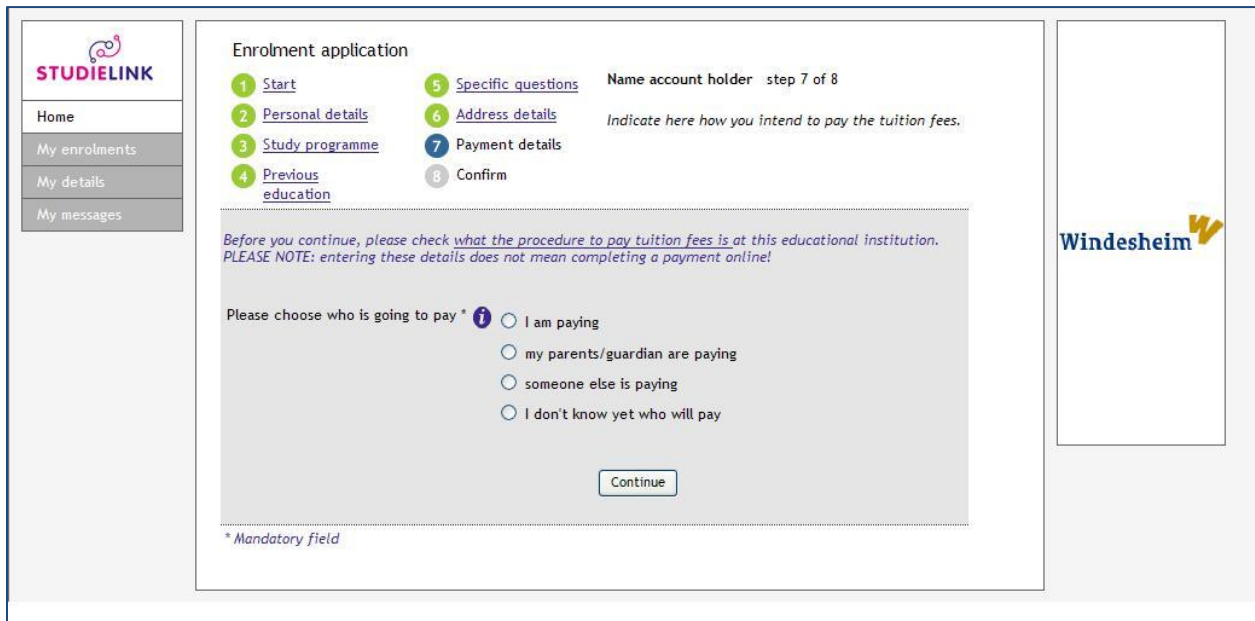
Note: You need to change your correspondence address details and provide a Dutch correspondence address **before** travelling to the Netherlands. Otherwise, Windesheim will not be able to contact you when you are in the Netherlands. Therefore, as soon as you know your Dutch address details, go to your Studielink account, click on the left-hand side on 'My details', scroll down to where it says 'Correspondence addresses' and change your foreign correspondence address to the Dutch one. In this way, Windesheim will know how to contact you while you are staying in the Netherlands and studying at Windesheim Honours College.

Step 11 Payment Details

Studielink will now ask you a few questions about the payment of the Windesheim tuition fees.

For the moment, Windesheim does not make use of the payment details that are entered in Studielink. You will receive a payment form by post in which you can indicate whether you wish to pay in a lump sum or by instalments.

- Therefore, if Studielink offers you the question of who will be paying, click on 'I don't know yet who will pay'.
- Then click on 'Continue to next step'.



The screenshot shows the 'Enrolment application' progress bar with 8 steps. Step 7, 'Payment details', is the current step, titled 'Name account holder step 7 of 8'. The progress bar includes: 1 Start, 2 Personal details, 3 Study programme, 4 Previous education, 5 Specific questions, 6 Address details, 7 Payment details, and 8 Confirm. A note below the progress bar reads: 'Before you continue, please check what the procedure to pay tuition fees is at this educational institution. PLEASE NOTE: entering these details does not mean completing a payment online!'. The main form area contains the question 'Please choose who is going to pay *' with four radio button options: 'I am paying', 'my parents/guardian are paying', 'someone else is paying', and 'I don't know yet who will pay'. A 'Continue' button is located at the bottom of the form. A sidebar on the left contains 'STUDIELINK' and navigation links: Home, My enrolments, My details, and My messages. A Windesheim logo is visible on the right side of the page.

Step 12 Confirm

- Check whether your data is correct, tick the box 'The details above are correct' and click on 'Send my enrolment application'.



The screenshot shows the final confirmation step. At the top, there is a checkbox labeled 'The details above are correct.' Below this is a link: 'Print details for your own administration'. A prominent pink box contains the text: 'If you press the button below, your enrolment application will be sent to the selected institution.' At the bottom of this pink box is a button labeled 'Send my enrolment application.'

Return to your personal page. When you click on 'My enrolments' on the left-hand side, you can view the details of the study programme you have applied for.

- Click on the study programme to view the status of your submitted enrolment application or to withdraw your enrolment application.