



For whom	Checklist	Deadline
All students	<b>Nomination email by home university</b> Your home university nominates you by sending us an email with your name and email address.	1 May
All students	<b>Register online at University of Groningen</b> As a reply to your coordinator's nomination email, we will provide you with the login details for our online registration system. You will then need to complete your online registration.	1 June
All students	<b>Send required documents</b> In order to complete your registration, you will need to scan the following required documents and email them to us: > <a href="#">English test score</a> (for non-native speakers) > (temporary) Bachelor transcripts in English > photocopy of your Bachelor degree (applicable only for MSc exchange) > photocopy of passport or European ID card When we have received all required documents, we can send you an acceptance letter.	A.s.a.p., but certainly before 1 June  (15 May for some non-EU students, see below)
non-EU students	<b>Visa/residence permit</b> If you need a <a href="#">visa/residence permit</a> , please complete your file before 15 May. You also need to make sure that your <a href="#">bank transfer for the visa deposit</a> is received by the faculty before 1 June. The University can only send in completed applications for visa/residence permits to the IND (Dutch Immigration Authorities). We will inform you about the status of your visa/residence permit. Please note: without an acceptance letter, we are not be able to apply for your visa/residence permit. So send us your required documents in time.	15 May  1 June  July
All students	<b>Apply for accommodation</b> When you have received your acceptance letter you can book for <a href="#">housing</a> at SSH. We advise you to book your accommodation before 1 June. Please note: without an acceptance letter, we cannot confirm your request for housing.	1 June
All students	<b>Choose your courses</b> The <a href="#">online course catalogue</a> for the new academic year is published. You can now view which <a href="#">courses you can choose</a> from.	Half June
All students	<b>Course enrollment and introduction activities</b> You will receive an electronic newsletter from the Exchange Office which informs you about <a href="#">course enrollment</a> , <a href="#">introduction activities</a> , and much more.	Early July
All students	<b>Schedule wizard</b> The <a href="#">schedule wizard</a> for the new academic year is updated. You can view if the <a href="#">courses you select fit or overlap</a> with the course/exam schedule.	Half July
All students	<b>Student number and IT facilities</b> Our central student administration will send you an email titled "RUG account details" which includes your student number and login details for IT facilities. This email will also explain to you how to activate your account and change your password. You can now also upload a photograph for your <a href="#">student card</a> .	July-August
All students	<b>Register for courses</b> You will need to <a href="#">register online</a> for your courses. <a href="#">Deadline is one week before courses start.</a>	Half July- end of August
All students	<b>Preparation week -&gt; <a href="#">see website</a></b>	Week before semester
All students	<b>Start of your courses</b> Your courses start. Consult the <a href="#">academic calendar for course/exam periods</a> .	Early September
All students	<b>End of semester 1</b>	End of January
All students	<b>Receive your transcript</b> We will email you your transcripts. If you need this information earlier, please make an <a href="#">online request</a> with the Student Support Desk for certified academic transcripts.	Half March