



**Name of Institution** University of Groningen  
**ID code (Erasmus)** NL GRONING01  
**Contacts** Coordinator Exchange Office (incoming): Ms. Ina Venhuizen  
 Assistants Exchange: Ms. Keren Bewersdorf, Ms. Bertien Hoving  
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 Email: [exchange.in.feb@rug.nl](mailto:exchange.in.feb@rug.nl)  
 Website: [www.rug.nl/feb/exchange](http://www.rug.nl/feb/exchange)  
 Telephone: +31 50 363 8900

**Academic calendar** 1st/Fall semester: end of August – end of January  
 2nd Spring semester: begin February – half/end of June  
**Expected arrival date** A **Study Start Event** is organized in the week before the courses start and compulsory to attend: students receive their student ID card and welcome kit, receive practical and university information, non-EU students have an appointment with the Dutch immigration authorities for residence permit, student buddies help exchange students and offer campus tours

| Nomination and Registration deadlines | Semester        | Nomination | Application |
|---------------------------------------|-----------------|------------|-------------|
|                                       | Fall/1st sem.   | 1 May      | 1 June      |
|                                       | Spring/2nd sem. | 1 October  | 1 November  |

**Application information** To learn about the procedure, please consult [www.rug.nl/feb/exchange-apply](http://www.rug.nl/feb/exchange-apply)

**Entry requirements**

- 1) study a Bachelor programme in the field of economics/business
- 2) proof of English language proficiency
- 3) for MSc exchange we will need to receive a photocopy of Bachelor degree

**Required documents for Application**

- 1) for non-native English speakers: proof of English language proficiency. We accept IELTS, TOEFL, CAE, CPE and from EU partners CEFR test. For overall and partial minimum scores, different scores for BSc/undergraduate or MSc/exchange, please consult our website: [www.rug.nl/feb/exchange](http://www.rug.nl/feb/exchange)
- 2) photocopy of (temporary) Bachelor transcripts (translated into English)
- 3) photocopy of passport or European ID card
- 4) photocopy of your Bachelor degree (applicable only for MSc exchange)

**Courses** An overview of BSc and MSc courses can be found on [www.rug.nl/feb/exchange-courses](http://www.rug.nl/feb/exchange-courses)  
**Course registration** Students will need to register online for courses one week before courses start. Our website explains the procedure

**Visa and housing** Once accepted, the International Service Desk (ISD) will start the procedure for the visa application and the student can book housing. The Exchange Office is not involved in the visa application process.

|                                  |                 |            |
|----------------------------------|-----------------|------------|
| <b>Visa and housing deadline</b> | Fall/1st sem.   | 1 June     |
|                                  | Spring/2nd sem. | 1 November |

**Housing** The University of Groningen is not a campus university and therefore does not offer campus accommodation. However, through third parties there are many (student)houses and apartments available. We advise students to book accommodation with an organization that is specialized in (international) student housing: SSH. Our website provides more information: [www.rug.nl/feb/exchange](http://www.rug.nl/feb/exchange)

**Digital Office** We aim to work efficiently and in an environmentally friendly way. In order to do so we keep digital files and also send out documents by email. Consequently, we would like to receive the documents you send out for our students by email, too. It also means that we will send out acceptance letters and transcripts as PDF files, by email. Some partners request the 'original transcripts', which usually means a request for a 'paper copy'. Please note that the hardcopy document we send you would be no different from the PDF document. Thus, where possible, please use the PDF document for your official records and help us meet our goal of working in a more environmentally friendly manner.



| For whom        | Checklist   | Deadline   |
|-----------------|---|--|
| All students    | <b>Nomination email by home university</b><br>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><br>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><br>In order to complete your registration, you will need to scan the following required documents and email them to us:<br>> English test score (for non-native speakers)<br>> (temporary) Bachelor transcripts in English<br>> photocopy of your Bachelor degree (applicable only for MSc exchange)<br>> photocopy of passport or European ID card<br><br>When we have received all required documents, we can send you an acceptance letter.         | A.s.a.p., but certainly before 1 June<br><br>(15 May for non-EU students, see below) |
| non-EU students | <b>Visa/residence permit</b><br>If you need a <a href="#">visa/residence permit</a> , please complete your file before 15 May. The International Service Desk (ISD) will provide you with visa application documents and apply for your visa. The Exchange Office is not involved in this process. Please note: without your registration complete, the ISD will not be able to apply for your visa/residence permit. So please make sure to send us your required documents in time. | 15 May   |
| All students    | <b>Apply for accommodation</b><br><br>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.<br>Please note: without an acceptance letter, we cannot confirm your request for housing.  | 1 June   |
| All students    | <b>Student number and IT facilities</b><br>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.<br>You can now also upload a photograph for your <a href="#">student card</a> .  | half June to half July   |
| All students    | <b>Choose your courses</b><br>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 Student Start Events</b><br>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><br>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>Register for courses</b><br>You will need to <a href="#">register online</a> for your courses. <a href="#">Deadline is one week before courses start.</a>  | half July to end of August   |
| All students    | <b>Study Start Events</b> -> <a href="#">see website</a>  | Week before semester   |
| All students    | <b>Start of your courses</b><br>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><br>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   |