



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
 Address: Nettelbosje 2, 9747 AE Groningen, The Netherlands
 Email: exchange.in.feb@rug.nl
 Website: www.rug.nl/feb/exchange
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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

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
- 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
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.

Visa and housing deadline	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

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	Nomination email by home university Your home university nominates you by sending us an email with your name and email address.	1 May
All students	Register online at University of Groningen 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	Send required documents In order to complete your registration, you will need to scan the following required documents and email them to us: > English test score (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 non-EU students, see below)
non-EU students	Visa/residence permit If you need a visa/residence permit , 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	Apply for accommodation When you have received your acceptance letter you can book for housing 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	Student number and IT facilities 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 student card .	half June to half July
All students	Choose your courses The online course catalogue for the new academic year is published. You can now view which courses you can choose from.	half June
All students	Course enrollment and Student Start Events You will receive an electronic newsletter from the Exchange Office which informs you about course enrollment , introduction activities , and much more.	early July
All students	Schedule wizard The schedule wizard for the new academic year is updated. You can view if the courses you select fit or overlap with the course/exam schedule.	half July
All students	Register for courses You will need to register online for your courses. Deadline is one week before courses start.	half July to end of August
All students	Study Start Events -> see website	Week before semester
All students	Start of your courses Your courses start. Consult the academic calendar for course/exam periods .	early September
All students	End of semester 1	end of January
All students	Receive your transcript We will email you your transcripts. If you need this information earlier, please make an online request with the Student Support Desk for certified academic transcripts.	half March