

Application & Exchange Program Information

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The deadline for submitting your application is
15 May 2016

Word of Welcome

Thank you very much for choosing Tilburg University as your study abroad or exchange destination! You are about to embark on one of the most exciting, challenging and rewarding experiences of your academic career.

With this information letter we would like to inform you about our application procedure and our exchange program. Please read the information carefully.

We are looking forward to receiving your application and welcoming you on our beautiful campus soon!

Application Procedure

All exchange students are required to officially apply for our exchange program through our online application form. You can access the form via:

<https://incomingexchange.tilburguniversity.edu>

After creating an account, you can start with your application by reading the instructions on the first page. The estimated time to complete your online application is 30 – 45 minutes. You will be able to submit your application after completing all the necessary steps. Don't worry, you do not have to complete all steps at once. You can take your time and log in every time you would like to work on your application. **Please note that you should register as an exchange student, not as a degree student!**

All documents that have to be included to your application can be submitted through our online system. We therefore no longer require you to send us your application through regular post. In addition, you will also use this system to indicate and finalize your study plan, and if applicable, start up and finalize your visa application. After submitting your online application you will therefore be asked to log into your application again at a later stage to work on your final study plan and your visa application.

The deadline of submitting your application is: **15 May 2016**

Study plan

In **step 5: proposed study plan** of the online application form you can select the courses you would like to take during your exchange at Tilburg University. You are allowed to select courses from all Schools as long as you meet the specific requirements of a course. To avoid the disappointment of not being able to take your indicated courses, we advise you to critically assess each course and only select courses which match your specific academic background.

*Make sure you inform yourself about possible additional **entry requirements** when selecting your courses*

We would like to point out that you will be shown only the courses that are open to your level of studies. This means that if our master courses are not open to bachelor students, you will not be able to select these master courses in our online application form. In addition, we would like to inform you that some courses have limited places available. We therefore advise you to already have a few back-up courses available should you be placed on a waiting list.

To view the complete list of courses offered by Tilburg University, please visit our website:

<https://www.tilburguniversity.edu/education/exchange-programs/courses/>

Courses with additional entry requirements



The esplanade is the backbone of our campus.

Courses offered within the BSc/ BA Liberal Arts and Sciences (LAS) program (School of Humanities), LLB Global Law (GLB) program and MSc Victimology and Criminal Justice program (Law School) have additional entry requirements. Due to the popularity and small-scale character of these programs additional entry requirements and a selection apply.

If you would like to take courses from the LAS program make sure to upload an essay (one – two A4) and a short motivation letter (one A4) in **step 8: additional documents** of the online application form. In the motivation letter you need to explain why you want to take a LAS course. An essay needs to address a societal problem or issue (be it social, political, legal, moral, or artistic) you found particularly compelling this year. If you apply for several LAS courses, one motivation letter and one essay are sufficient. Please note that all documents must be in English. Admission to these courses is based on a case-by-case basis and depends on the number of available places, level of English and prior knowledge.

If you wish to take courses from the GLB program, you are required to upload a motivation letter (one A4) in **step 8: additional documents**. Moreover, only courses from the second and third year are open for exchange students and only five exchange students will be selected for each GLB course. Please note that a 100% class attendance is mandatory in these courses.

If you are a bachelor student during your exchange and you would like to take a course from the MSc Victimology and Criminal Justice, you are required to upload a motivation letter (about 15 lines) in **step 8: additional documents**. Master students do not have to write a motivation letter. Please contact us via law-exchange@uvt.nl or consult our website for more information regarding the GLB and Victimology and Criminal Justice programs:

<https://www.tilburguniversity.edu/education/exchange-programs/courses/tls-spring-courses/>

Please be aware that all required documents have to be uploaded in step 8: additional documents of the online application system before the **deadline** of 15 May.

TilburgU Language Vouchers

All exchange students have the possibility to take 12 ECTS worth of courses from the Language Center free of charge. If you would like to make use of this option, please select your desired language courses in **step 5: proposed study plan** of the online application form.

Some language courses are very popular and therefore have only limited places available. If we have more applications than seats, a draw will take place.

TilburgU Certificate Programs

The School of Economics and Management has designed certificate programs, offering you the possibility to take courses dedicated to a specific theme. Upon successful completion of the courses a certificate will be awarded on top of your regular transcript of records.

If you would like to make use of this option, please check the website for the entry requirements of the respective certificate programs:

<https://www.tilburguniversity.edu/education/exchange-programs/courses/certificate-programs.htm>

In the online application system we ask you to tick the certificate programs box in **step 5: proposed study plan** and select the corresponding courses. If additional entry requirements apply, you can upload these in **step 8: additional documents**.



Ample possibilities to study or relax outdoors on our green campus

All exchange students have the possibility to select 12 ECTS worth of courses from the Language Center free of charge

Arrival in Tilburg & the Tilburg Orientation Program (TOP)

Classes will start from Monday 29 August onwards. However we expect our exchange students to arrive a bit earlier so we can help them settle in before the classes start. Therefore we will arrange Arrival Days on Thursday 18 August and Friday 19 August. We strongly recommend you arrive on one of these days.

During the Arrival Days we will welcome you on campus. You will be picked up from our Tilburg University train station (in Dutch – *Treinstation: Tilburg Universiteit*), meet members of I*ESN Tilburg and collect the keys of your room (if you arranged this via www.yourroomintilburg.com).

Monday 22 August is the beginning of our introduction week, called TOP week. This will be a fun-filled week, in which you will get to know Tilburg University, the city of Tilburg and your fellow international students. By the end of the week, you will have met fellow exchange students from all corners of the globe and made friends for life! During this week you will also meet your Study Abroad & Exchange Coordinator. You will receive more information about the program and how to register for this week in June / July.

Accommodation

You can choose to arrange accommodation yourself, or you can choose to book your accommodation through the following website: www.yourroomintilburg.com. This online portal offers housing with an all-inclusive rent for a fully furnished room, including bills for water, electricity, gas and internet.

Unfortunately, this website does not offer enough accommodation for all incoming exchange students; the system will work on a first come, first serve basis. Therefore all exchange students will simultaneously receive an email form www.yourroomintilburg.com in June. In this email you will find a login name and password and a description of the booking procedure. Please be advised to check your email and spam box frequently during this time.

When all available rooms have been reserved, the online application system will inform you that rooms are no longer available and will advise you about alternative ways for arranging your accommodation.

We will arrange Arrival Days on

18 and 19 August and an introduction week from 22 – 26 August.



Academia Building, the place where we will welcome our exchange students on the Arrival Day

Immigration Issues

When you receive your acceptance letter, the immigration officers will also be notified of your acceptance as an exchange student at Tilburg University. Subsequently, the immigration officers will contact you directly by email with information about the visa application procedure. You will be asked to log into your online application account again to complete the visa application.



Cycling is the best means of transportation in the Netherlands and in Tilburg.

When starting up a visa and/or residence permit application, our university will be charged by the national immigration service. We therefore must ask all international students who require a visa and/or residence permit to pay for this document in advance. The payment for this document will have to be made through the online application form. **Please be aware that the immigration officers will only start with your visa and/or residence permit application after they have received your complete payment.**

More information about visa issues can be found on our website:

<https://www.tilburguniversity.edu/education/exchange-programs/practicalissues/beforearrival/immigration/>

Contact Details

Tilburg School of Social and Behavioral Sciences (TSB)

International Affairs Office

Ms. Kim Horsten
Study Abroad & Exchange Coordinator

Ms. Heleen Zuidema
International Affairs Assistant

✉ TSB-exchange@tilburguniversity.edu

☎ +13 (0)13 466 2166

🌐 www.tilburguniversity.edu/exchange