



Universiteit Leiden
The Netherlands

LEIDEN INFORMATION SHEET 2016-2017

INSTITUTION

Name	Leiden University
Website	www.leidenuniv.nl (Dutch) www.leiden.edu (English)

CONTACT

Name	Student and Educational Affairs (SEA), International Relations and Scholarships
Visiting / Postal Address	“Gravensteen” building - Pieterskerkhof 6 / P.O. Box 9500 2311 SR Leiden / NL-2300 RA Leiden, The Netherlands
Telephone number	+31 71 527 7781
Email	(Ms) Hieke Hoekstra , Coordinator Exchange Team / International Programmes Officer, and (Ms) Florine Weekenstroo , International Programmes Officer, both at our Admissions Office: exchange@sea.leidenuniv.nl – Admission information about specific applications (Ms) Mai Berry Dahl , International Relations Officer, International Relations Office: internationalrelations@sea.leidenuniv.nl – Programme information and agreement enquiries

APPLICATION

Deadlines	Fall Semester + Full Year:	1 April
	Spring Semester:	15 October
Admission requirements	A GPA of 3.2 out of 4.0 and at least two years of prior academic study.	
Language requirements	IELTS Academic test: at least 6.5 TOEFL test: 90 (internet-based test) or 575 (paper-based test) Tests have to be recent: not older than two years. We do not accept institutional TOEFL tests. A few individual courses may require a higher test score. All Chinese nationals also need to get a Nuffic Certificate . More information: http://prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/admission-requirements.html#2-english-language-requirements	
Online application and further information	In our online application students are prompted to download a nomination form for their home university co-ordinator to sign. Once an application is complete, if the student meets the admission criteria, course requests are forwarded to the faculties for evaluation. A student must be admitted to several specific courses before an offer of admission can be extended. We recommend that students not book flights or make other travel plans before receiving their offer of admission. www.prospectivestudents.leiden.edu/study-abroad-exchange/application-admission/	



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PRACTICAL

Website for non-degree students	<p>General information: http://www.prospectivestudents.leiden.edu/programmes/study-abroad/</p> <p>Pre-departure information: http://www.prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/after-admission/pre-arrival-information-non-degree-non-eu-students.html</p>
Accommodation	<p>Student housing in Leiden is limited and offered on a first-come first-served basis, especially in Fall when there is most demand. Students may therefore also be offered housing in The Hague. For the best chance of securing housing through the university, students should ensure they pay their (non-refundable) housing fee of €350 as early as possible and at the latest prior to the housing deadline of June 1st for the Fall semester and November 15th for the Spring semester, even if they have not yet been admitted to the programme. Other costs, such as the refundable €500 housing deposit, are due before students arrive.</p> <p>For the most up-to-date information on the exact amounts of the housing fee and other accommodation costs, please visit http://www.studenthousing.leiden.edu/ and http://www.studenthousing.leiden.edu/student-housing/payment-details.html (for payments) regularly.</p>
Visa and residence permits	<p>Citizens of the EU do not require a residence permit to study at Leiden University. Students with a non-EU nationality must have a residence permit and in many cases an entry visa as well. Once a student has been admitted to an exchange period at Leiden University, the Admissions Office will work with the student to apply on their behalf. Students should note that there is a fee of €307 for visas/permits (this fee is subject to change). http://www.students.leiden.edu/application-admission/visa-residence-permit</p>
Insurance	<p>All students are obliged to have health insurance to cover any medical costs incurred during their stay. We strongly recommend that students ensure they have medical insurance before their arrival. We also highly recommend that all students take out liability insurance to cover any accidental damage caused to other persons or property during their stay.</p> <p>http://prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/insurances/insurances.html</p>
Estimated living expenses	<p>On average, at least €860 – 1400 per month</p> <p>http://prospectivestudents.leiden.edu/study-abroad-exchange/money-matters/living-expenses.html.</p>
Dutch language and customs	<p>Download the Hoi Holland App! This serious game is your first step towards mastering the Dutch language. Hoi Holland! shows you how much fun it can be to learn Dutch!</p>
Arrival	<p>There is a train that runs directly from Schiphol Airport to Leiden Central station (about 20 minutes travel time) or the Hague Central Station (about 30 minutes). On arrival in Leiden, students should report to the Front Office Student Affairs in Plexus Student Centre. On arrival in The Hague, students should report to the student desk located at Schouwburgstraat 2 (a 10-minute walk from the Central Station). For travel information, go to: http://www.ns.nl/en/travellers/about-your-trip/travel-scenarios/to-and-from-schiphol.</p>



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Intake Appointment	To help students settle in and make sure they are on track with the various formalities, they will attend an intake appointment with an International Programmes Officer in the first week of the semester.
International Student Network (ISN)	Organizes cultural and social events to further academic, social and practical integration of international students in Leiden. To find out more about the International Student Network, go to http://www.isnleiden.com/what-isn-leiden .
Student life	Read all about studying in Leiden or the Hague, our facilities, financial matters, medical information and Dutch customs: http://prospectivestudents.leiden.edu/study-abroad-exchange/abroad-exchange/student-life.html
International Student Adviser	Leiden University's International Student Adviser, Ms Jantien Delwel, can help students with all types of practical advice about their study and stay in Leiden. She will find answers for them or refer them to the right person: http://www.students.leiden.edu/your-study/guidance/practical-advice/practical-advice.html
International Student Counsellor	Our International Student Counsellor offers various workshops as well as private counselling sessions: http://students.leiden.edu/your-study/guidance/coaching/counselling-international-students.html
International student support services	For information about other types of support services available to international students, please see http://www.students.leiden.edu/your-study/guidance/
Disability services	Fenestra Disability Centre is Leiden University's service centre for students with a (learning) disability: http://www.students.leiden.edu/your-study/guidance/disability/studying-with-disability.html
Emergency number	From NL: 071 527 66 66 From abroad: +31 71 527 66 66

ACADEMIC

Academic calendar	http://www.students.leiden.edu/your-study/education/academic-calendar.html	
Recommended arrival week	1st semester:	Third week of August 2016
	2nd semester:	Third week of January 2017
Semester dates	1st semester, from / to:	5 September 2016 – 27 January 2017 (exams: late Dec & Jan)
	2nd semester, from / to:	30 January – 23 June 2017 (exams: May & June)



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Orientation Week	1st semester:	29 Aug – 2 Sept 2016. Fee €75. Participation obligatory.
	2nd semester:	24 – 26 January 2017. Fee € 45. Participation obligatory.
	<p>Orientation Week Leiden – OWL – is an orientation programme organized by Leiden University, Dutch and international students to help new students settle in and find their way around Leiden and the university.</p> <p>http://www.students.leiden.edu/pre-departure/induction-programme/orientation-week.html</p>	
Courses available to non-degree students	<p>For information on our available courses and programmes see: www.prospectivestudents.leiden.edu/study-abroad-exchange/programmes/. Please see our e-Prospectus here: https://studiegids.leidenuniv.nl/en/</p>	
Languages of instruction	<p>English and Dutch. See e-Prospectus (link above) for information on course content and language.</p>	
Credit and grading	<p>Leiden University uses the ECTS. Most courses carry a load of 5 or 10 ECTS credits. As is common in the Netherlands, the top grades are rarely given. For more about this see http://www.students.leiden.edu/your-study/education/academic-system.html.</p>	
Standard course load	<p>20-30 ECTS per semester for non-degree students. 30 ECTS is the standard full-time semester load for Dutch students. 1 ECTS credit equals 28 hrs of study, including contact hours and self-study.</p>	
Language courses	<p>Language courses are not available as regular exchange programme courses. Our Academic Language Centre offers language courses for a fee: http://hum.leiden.edu/languagecentre/</p>	
Course registration	<p>Course approval occurs at the time of admission to the exchange program. Finalizing registration in our online registration system occurs prior to the start of the semester. The process for confirming registration differs per faculty; students will receive further instructions close to the start of the semester. Questions regarding course registration after arrival should be directed to the Academic Co-ordinator at the faculty responsible for the course a student wishes to take: www.prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/after-admission/academic-coordinators.html</p>	
Examinations	<p>Many exams for courses in English available to foreign exchange students are held so that students may return home by the end of December. There is, however, no guarantee that this will be possible.</p>	
Transcript issuance	<p>During the semester, students will have a Transcript Request Appointment with their International Programmes Officer.</p> <p>Transcripts will be issued:</p> <ul style="list-style-type: none"> - for Fall students: mid-February to mid-March - for Spring and Full-Year students: mid-June to end of August <p>Please note that this is an indication only, unfortunately we are unable to give a guarantee with respect to transcript issuance dates. For more information about transcript issuance, please see http://www.prospectivestudents.leiden.edu/study-abroad-exchange/after-admission/after-admission/transcripts.html.</p>	