



**UNIVERSITY
OF APPLIED
SCIENCES
UTRECHT**

Application guide exchange students

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More information

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Welcome!

Dear student,

Thank you for your interest in studying at HU University of Applied Sciences Utrecht! We look forward to welcoming you to our university.

With this guide we would like to inform you about our application procedure and other important topics.

PLEASE NOTE: we can only process your application if we have an exchange agreement with your home institution and if we have received your nomination. Please ask the exchange coordinator at your home institution to send your nomination to us via email: exchange@hu.nl.

Do not hesitate to contact us if you still have any other questions.

Kind regards,

Exchange Unit – International Office - HU University of Applied Sciences Utrecht

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1 Application procedure 2019-2020

1.1 Application deadlines

Our deadlines for submitting the online application and required documents are as follows:

Fall semester and Full year:	1 May 2019
Spring semester :	15 October 2019

1.2 Required documents

The required documents for your online application, which should be uploaded via the online application system, are listed below. Please prepare the digital copies before you start!

- **A digital copy of your valid passport or identity document.** Valid until at least the start of your semester at HU!
- **A digital version of your *Erasmus+ Learning Agreement* (for students from EU/EEA countries) or *Non-Erasmus Learning Agreement* (for students outside EU/EEA) with your course selection,** signed by your home university coordinator (*see chapter 2.6*)

File sizes may not exceed 3MB. Upload **only PDF format!**

IMPORTANT: Some exchange programmes have a **selection procedure** and require **additional documentation** to be uploaded. Please find the list of required documents below (if your programme of choice is not listed, it means that no additional requirements apply). This means that you have to be selected for these programmes based on your documentation, **a placement cannot be guaranteed!**

You may upload the documents mentioned below in the section 'Other uploads' in your online application. You can upload only one file, so please combine all other uploads in one file.

What to upload per programme in section 'Other uploads' (in PDF format!)	
• Audio and Visual Design	<ol style="list-style-type: none">1. Portfolio2. Motivation Letter
• CampusDoc International	<ol style="list-style-type: none">1. Application form2. Documentary proposal3. Proof of English proficiency4. Motivation letter5. Curriculum Vitae
• Europe in the World	<ol style="list-style-type: none">1. Application form2. Proof of English proficiency3. Curriculum Vitae4. Motivation letter
• European Culture and European Journalism	<ol style="list-style-type: none">1. Motivation letter2. Curriculum Vitae <p>Please note these documents must also be emailed to carien.touwen@hu.nl and barbara.geers@hu.nl.</p>
• Internationalise your classroom	<ol style="list-style-type: none">1. Information form
Other programmes	No additional documents required

1.3 Language requirements

In order to optimize your chances for academic success while studying at HU University of Applied Sciences Utrecht, we require the level of English of all exchange students to be comparable to an **overall score of B2 or higher** (*Common European Framework*). In the list with our programme offer for *Fall semester* and *Spring semester*, you can view the required level for each programme as well as documentation to submit (if needed).

For advice on how to test or, if necessary, improve your level of English, please refer to the information on *Language requirements* on our website.

2 OSIRIS Online application system

In this chapter we will take you through a step-by-step explanation of our Osiris online application system. Note that you can save your application at any time and continue at a later stage.

2.1 Create an account

- Open the webpage https://osiris.hu.nl/osiris_aanmeld_huprd

PLEASE NOTE: The online application system works best with Mozilla Firefox. Other internet browsers may give password or login problems!

The screenshot shows the OSIRIS Online Application system login page. At the top left is the logo for HOGESCHOOL UTRECHT OSIRIS. Below the logo is a blue horizontal bar. Underneath the bar, there is a 'Help' link on the left and 'Welcome' on the right. The main content area contains the following text: 'Welcome to OSIRIS Online Application, the HU University of Applied Sciences Utrecht website for application and admission.' Below this is a prompt: 'Please select a display language.' There is a 'Language choice' label followed by a dropdown menu showing 'English'. Below the dropdown are three red headings: 'Did you receive an email asking you to participate in the programme selection check?' with the instruction 'Please log in to start the digitale intake.', 'Are you an international student applying for a Bachelor programmet?' with the instruction 'Please log in to start the admissions process.', and 'If you have forgotten your username and/or password, please use the option 'Username / Password forgotten?'. Below these are two input fields: 'User name' and 'Password'. To the right of the 'User name' field is a link 'Username / Password forgotten?'. To the right of the 'Password' field is a link 'Change password'. Below the 'Password' field is a blue 'Login' button. At the bottom, there is a red heading 'Are you an exchange student?' with the instruction 'Exchange students from partner universities and applicants for non-degree programmes, please create a username and password for registration by using the link below.' and a link 'Username/password request for exchange students'. At the very bottom left is another 'Help' link.

Welcome to OSIRIS Online Application, the HU University of Applied Sciences Utrecht website for application and admission.

Please select a display language.

Language choice

This is a notification for students which previously applied to or studied at HU University of Applied Sciences Utrecht. If you do not have your username anymore, please contact the [International Office](#)

Have you previously applied to or studied at Hogeschool Utrecht

- Answer the question 'Have you previously applied to or studied at Hogeschool Utrecht?' Choose option 'No'
- Answer the questions as shown below and click on 'Create Account'.

**HOGESCHOOL
UTRECHT** OSIRIS

[Back](#) [Help](#) *Application details*

In this screen you can submit a new request or change an existing request.

If you are an incoming exchange student you can create a new application below. If you are a regular degree student, you can answer the required additional questions by scrolling down to the bottom of the page.

Personal details [Instructions for registration of personal details](#)

Family name *	<input type="text"/>	Date of birth *	<input type="text" value="(dd/mm/yyyy)"/>
Prefixes	<input type="text"/>	Country of birth *	<input type="text" value="Make a choice"/>
First names *	<input type="text" value="Ann Mari Roze"/>	Place of birth *	<input type="text"/>
Given name *	<input type="text" value="Ann"/>	Nationality *	<input type="text" value="Make a choice"/>
Gender *	<input type="text" value="Make a choice"/>	Second nationality	<input type="text" value="Make a choice"/>
Preferred language *	<input type="text" value="English"/>		

Contact details [Instructions for registration of contact details](#)

Personal e-mail address *	<input type="text"/>	Mobile phone	<input type="text"/>
Repeat e-mail address *	<input type="text"/>		

Request for *

Annotations:

- Family name = your last name
- Given name = your first name
- Select option: Application for HU Exchange programme

2.2 Activate your account

After you have created your account you will receive an e-mail 'Confirmation of your request for a new IO-account'. See example below.

Dear student,

Your Student ID is: <your HU student number>

An account has been created for you.

Please use the information below to activate your account through our website and change your generated password into a personal password of your choice.

User name: <your username>

Password: <your password>

Your exchange application can NOT be processed unless you activate your account!

2.3 Application form

2.3.1 General

Please choose the period you are applying for and provide your home institution from the list. (Please note: if your university is not listed here, please contact us by sending an email to exchange@hu.nl as soon as possible)

Please note that start date and end date apply to the duration of your stay at the institution. These dates do not apply to the dates of your departure and return.

General [General instructions](#)

Application period *	<input type="text" value="Make a choice"/>	Your home institution:	
Starting date (see above) *	<input type="text" value="Fall"/> <input type="text" value="Full year"/> <input type="text" value="Spring"/>	Country *	<input type="text" value="Make a choice"/>
End date (see above) *	<input type="text"/>	City *	<input type="text" value="Make a choice"/>
Status		Institute *	<input type="text" value="Make a choice"/>
Date submitted			

Click 'Continue' to start the application. Do not forget to save your answers regularly. If you do not undertake any action for 5 minutes the page will expire and you will lose unsaved answers. At the end of the application click 'Submit' in order to submit your answers.

Select your home university

2.3.2 Study programme

In the section Study programme you provide your preferences for study programme(s) at HU. Our semesters are divided in blocks of each 10 weeks (Fall semester in block A + B and Spring semester in block C + D). Per semester you can choose one programme of 30 ECTS (20 weeks). On our website you can find the list of programmes we offer for *Fall semester* and *Spring semester* (select “exchange programmes”). Please note that you can only choose programmes from the study area that corresponds with the agreement we have with your home institution.

[Home](#) [Save](#) [Help](#) [Additional information](#)

[General](#) / [Welcome](#) / [Study programme](#) / [Uploads](#) / [Visa](#) / [Contact information](#) / [Additional support](#) / [Declaration](#) / [Submit application](#)

Study programme Step 3 of 9

See our programme offer on [our website](#). Please read the application guide for help.

1 Which semester are you applying for?

* Fall only
 Full year
 Spring only

2 Fill in your study programme for the Fall semester.

*

3 Fill in your study programme for the Spring semester.

*

4 Would you like to join the Dutch Language course we offer to exchange students? This course is optional and is worth 5 ECTS. There are only limited places available. If you want a guaranteed place make sure you include this Dutch course in your learning agreement.

* Yes
 No

5 Please advise us of your language competence level. Please refer to the application guide for more details.

* B2
 C1
 C2
 Native speaker

[Home](#) [Save](#) [Help](#)

- Choose your **study programme for the Fall semester**
- Choose your **study programme for the Spring semester**
- Depending on your choice, you might need to provide additional information:
 - For all programmes from the department of Creative Business, list the courses that will make up your semester.
 - For all programmes of the department of Economics and Management, list an alternative programme of choice (because of limited spaces).
 - For some programmes of the department of Economics and Management, provide your elective course (if requested).
- Click on '**Continue**'.

2.3.3 Upload documents


Upload the required documents as mentioned on page 3 of this guide **in PDF format!** Uploading a copy of your passport and your learning agreement is mandatory.


[Home](#) [Save](#) [Help](#) *Additional information*

[General](#) / [Welcome](#) / [Study programme](#) / [Uploads](#) / [Visa](#) / [Contact information](#) / [Additional support](#) / [Declaration](#) / [Submit application](#)

Uploads Step 4 of 9

Various documents are required in order to process your application as an exchange student. Please upload all the necessary documents as specified in the application guide.
The upload file size may not exceed 30MB and the file format must be pdf.
If necessary you may save your application and proceed later.

6 Upload a copy of your passport or European identity card. It should be valid until at least the start of your semester at HU.
Attachment 

7 Uploading a Learning Agreement signed by you and your coordinator is part of the application procedure to HU. The Learning Agreement is the form used to select your courses at HU. Please upload it here. You may either use the HU format or your university's format.
After we sign your learning agreement we will upload the latest version in this section.
Attachment 

[Back](#) [Continue](#)

[Home](#) [Save](#) [Help](#)

2.3.4 Visa

Based on your nationality given, you will see the following screen asking for your confirmation:

[Home](#) [Save](#) [Help](#) *Additional information*

[General](#) / [Welcome](#) / [Study programme](#) / [Uploads](#) / [Visa](#) / [Contact information](#) / [Additional support](#) / [Declaration](#) / [Submit application](#)

Visa Step 5 of 9

8 According to your nationality you will need a visa to study. Please visit our website for more details on the procedure while your exchange programme is being processed.

* I shall check the visa requirements and start preparation.

[Back](#) [Continue](#)

[Home](#) [Save](#) [Help](#)

2.3.5 Contact information

- Provide the contact details of the **coordinator at your home institution** and an **emergency contact person** (such as a relative or friend).

[Home](#) [Save](#) [Help](#) Additional information

[General](#) / [Welcome](#) / [Study programme](#) / [Uploads](#) / [Visa](#) / [Contact information](#) / [Additional support](#) / [Declaration](#) / [Submit application](#)

Contact information Step 6 of 9

9 Study programme at home university.
*

10 Email address of your international coordinator.
*

11 Name of the contact person we can contact in case of emergency.
*

12 Relationship to you (e.g. mother, father et cetera).
*

13 Telephone number (including country code and area code).
*

14 Email address of the contact person we can contact in case of emergency.

[Home](#) [Save](#) [Help](#)

2.3.6 Additional Support

- In case you would have a **functional disability or chronic illness** that might affect your studies at HU, we would like to be informed so that necessary arrangements might be made for you.

[Home](#) [Save](#) [Help](#) Additional information

[General](#) / [Welcome](#) / [Study programme](#) / [Uploads](#) / [Visa](#) / [Contact information](#) / [Additional support](#) / [Declaration](#) / [Submit application](#)

Additional support Step 7 of 9

HU University of Applied Sciences Utrecht is happy to support students with a functional disability or chronic illness. You are entitled to request certain facilities and modifications in consultation with and on the advice of the student counsellor. However, it is important that you record that you are a special needs student when you apply. We will then pass your information to the student counsellor who will decide on the best possible support during your study period at our institution.

15 Do you require any help or facilities regarding a specific functional disability or chronic illness?
* No
 Yes

[Home](#) [Save](#) [Help](#)

2.3.7 Declaration

[Home](#) [Save](#) [Help](#) *Additional information*

[General](#) / [Welcome](#) / [Study programme](#) / [Uploads](#) / [Visa](#) / [Contact information](#) / [Additional support](#) / [Declaration](#) / [Submit application](#)

Declaration Step 8 of 9

After submitting your application you will receive a confirmation email from our mail server. Check your mailbox and spam folder for the email.

16 I hereby declare that the information provided on the application form and all other documents is correct and legitimate.

* YES I AGREE

[Back](#) [Continue](#)

[Home](#) [Save](#) [Help](#) *Additional information*

[General](#) / [Welcome](#) / [Study programme](#) / [Uploads](#) / [Visa](#) / [Contact information](#) / [Additional support](#) / [Declaration](#) / [Submit application](#)

Submit application Step 9 of 9

This is the last step before you can submit your request. Your request will be processed as soon as possible.

1. Check if all required fields are filled out.
2. Check if all required documents have been attached (if applicable).
3. Submit your request with the button below.

[Back](#) [Submit](#)

[Home](#) [Help](#)

2.4 Status of your application

After submitting your application, you will receive an email informing you about the status of your application. If you would like to track the status of your application you can do so by logging into your account and clicking on the link under "Progress":

[Logout](#) [Help](#) *Current applications*

Below you will find an overview of your current applications at the HU University of Applied Sciences.

Did you receive an invitation to fill in the digital intake for the programme selection check?
In the list below, please find the application 'Digital intake for programme selection check' for the programme of your choice, and click 'Details'. There will be a separate intake for each study programme. Please note: to apply to a different study programme, go to www.studielink.nl.

International Bachelor Students
Please find the application 'international admissions HU' and click on 'view/edit' to start the application. Here you can upload all the required documents for your admission as an international student. We will also ask you a few questions, which will help us process your application as quickly as possible. Note: all documents must be in PDF.

Are you an exchange student or English preparatory student?
Please create a new application for the programme of your choice by clicking on 'New application' below and following all necessary steps.

Current applications

Type	Programme	Period	Status	Decision	Progress	Details
Application for Exchange	Exchange programme HU	31/08/2018 until 31/01/2019	Submitted		Step 0 of 1 (More info)	Details

[New application](#)

[Logout](#) [Help](#)

- You will then see the following details:

Below you will find an overview of your current applications at the HU University of Applied Sciences.

Did you receive an invitation to fill in the digital intake for the programme selection check?

In the list below, please find the application 'Digital intake for programme selection check' for the programme of your choice, and click 'Details'. There will be a separate intake for each study programme. Please note: to apply to a different study programme, go to www.studielink.nl.

International Bachelor Students

Please find the application 'International admissions HU' and click on 'View/edit' to start the application. Here you can upload all the required documents for your admission as an international student. We will also ask you a few questions, which will help us process your application as quickly as possible. Note: all documents must be in PDF.

Are you an exchange student or English preparatory student?

Please create a new application for the programme of your choice by clicking on 'New application' below and following all necessary steps.

Current applications

Type	Programme	Period	Status	Decision	Progress
Application for Exchange	Exchange programme HU	31/08/2018 until 31/01/2019	In progress		Step 0 of 2
Step			Status		
● Status of your application			Processing your application documents Modified on: 28/03/2018		

2.5 Acceptance

You will be accepted to our institution once your application status is 'approved'. You will then receive an acceptance e-mail. You can expect your acceptance email latest:

- Fall semester: June
- Spring semester: December

A PDF or an original version of the acceptance letter can be sent by email or post on request.

2.6 Learning Agreement

The Learning agreement is the form used to select your courses at HU. On the form you indicate the **name of the exchange programme of your choice** and the **list of courses (components)** that make up the programme that you wish to participate in. In most cases the list of subjects is fixed, but for some programmes you will need to choose a number of courses. It is not possible to mix courses (components) from different programmes! Your course selection needs to be approved by your coordinator at your home university.

Depending on your home university, you will need to use one of the forms below:

- [Learning Agreement Erasmus+ \(for students from partner universities in EU/EEA/Switzerland\)](#)
- [Learning Agreement Non-Erasmus \(for students from universities outside EU/EEA/Switzerland\)](#)

Note: you do not necessarily have to use an HU learning agreement for this purpose. You may use your home institution's format if necessary.

Please complete the form with all your details and your course selection and have it signed by your home university coordinator. You can then upload it to your online application.

After the application deadline all learning agreements will be signed by the programme coordinators at HU. Once the agreement has been signed by the coordinator of your exchange programme, we will upload your signed copy again in OSIRIS. You will be able to open it in your online application.

3 Important information regarding your stay

3.1 Introduction day

Every semester we organize an Introduction Day for exchange students. In 2019-2020 the dates are set on:

Fall semester 2019: **Saturday 31 August 2019**

Spring semester 2020: **Friday 31 January 2019**

Of course we expect you to be there! It is very important to attend the Introduction Day, as it gives you the chance to meet your classmates, get to know each other and find your way around HU. You will learn who to contact for which questions and find out about topics like immigration, housing and life in Utrecht. The course coordinator will meet with you during the introduction, and provide you with your class schedule and other information necessary to make a successful start in your programme.

Also, not attending the introduction means missing out on important practical information. Although the International Office is always willing to help, finding out all this information on your own after a late arrival will take extra time and make the start-up more difficult.

3.2 Semester dates 2019-2020

Fall semester 2019:

- Classes start on **Monday 2 September 2019**
- Classes (including exams) end **Friday 31 January 2019**

Spring semester 2020:

- Classes start on **Monday 3 February 2020**
- Classes (including exams) end **Friday 19 June 2020**

3.3 List of HU Academic coordinators (Responsible persons Learning Agreements)

You have to upload your Learning Agreement in the Osiris application system. Please do not send your Learning Agreement to the academic coordinator directly!

Programme	Semester	Academic coordinator (Responsible person Learning Agreements)	E-mail
Communication and Media Design			
Audio & Visual Design	Fall	Rob van den Idsert	rob.vandenidsert@hu.nl
Big Data and Social Media	Spring	Rob van den Idsert	rob.vandenidsert@hu.nl
Brand Design	Fall	Rob van den Idsert	rob.vandenidsert@hu.nl
Immersive Design	Spring	Rob van den Idsert	rob.vandenidsert@hu.nl
Communication Management			
International Commercial Communications	Fall	Luc van Dijk	luc.vandijk@hu.nl
Creative Business (formerly International Communication & Media)			
Creative Business (SEM 1)	Fall	Dragana Licina	dragana.licina@hu.nl
Creative Business (SEM 2)	Spring	Dragana Licina	dragana.licina@hu.nl
Media Psychology	Fall & Spring	Dragana Licina	dragana.licina@hu.nl
Economics and Management			
Export Management & International Branding	Spring	Job Krijgsman	job.krjgsman@hu.nl
Globalizing Business	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
International Advertising	Fall & Spring	Arjan Schellinkhout	arjan.schellinkhout@hu.nl
International Business & Management 3	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
International Business & Management 4	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
International Business for Emerging Markets	Fall (tentative)	Job Krijgsman	job.krjgsman@hu.nl
International Business Skills	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
International Finance 3	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
International Finance 4	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl

International Marketing Management 3	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
International Marketing Management 4	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
Leisure & Event Marketing	Fall	Arjan Schellinkhout	arjan.schellinkhout@hu.nl
Masterclass Strategic Marketing	Fall & Spring	Arjan Schellinkhout	arjan.schellinkhout@hu.nl
Music Marketing	Fall & Spring	Arjan Schellinkhout	arjan.schellinkhout@hu.nl
Sport & Entertainment Marketing	Fall & Spring	Arjan Schellinkhout	arjan.schellinkhout@hu.nl
Sports Management	Fall	Arjan Schellinkhout	arjan.schellinkhout@hu.nl
Elective Dutch Beginners A1	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
Elective Dutch Intensive A2	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
Elective Intercultural Management	Fall & Spring	Job Krijgsman	job.krjgsman@hu.nl
Education			
American Studies in Advanced English	Fall	Tomas Pollard	tomas.pollard@hu.nl
Beyond borders: What it Means to be a Global Citizen	Fall	Andrea Vink / Peter Mesker	andrea.vink@hu.nl / peter.mesker@hu.nl
English Language and Culture	Fall & Spring	Kate Cousins	kate.cousins@hu.nl
Internationalise your classroom	Fall	Joske van Dulmen / Peter Mesker	joske.vandulmen@hu.nl / peter.mesker@hu.nl
Teacher Training	Fall	Jess Morrin	jess.morrin@hu.nl
Health Care			
International Health Studies	Fall & Spring	Edwin Hagebeek	edwin.hagenbeek@hu.nl
International Pharmaceutical Studies	Fall	Jenny van Gent	jenny.vangent@hu.nl
Journalism			
CampusDoc International	Fall	Brian Maston / Carien Touwen	brian.maston@hu.nl / carien.touwen@hu.nl
Europe in the World	Fall & Spring (Full Year programme)	Carien Touwen	carien.touwen@hu.nl
European Culture & European Journalism	Spring	Carien Touwen	carien.touwen@hu.nl
Journalism for Dutch speakers	Fall & Spring	Carien Touwen	carien.touwen@hu.nl

Law			
EU Law and Human Rights	Fall	Bart Hoeijmaekers	bart.hoeijmaekers@hu.nl
Safety			
Criminal Justice Work	Spring	Heidi van Houten	heidi.vanhouten@hu.nl
Event Crowd Management	Fall	Heidi van Houten	heidi.vanhouten@hu.nl
Social Work			
International Development Work	Fall	Gerian Alofs	gerian alofs@hu.nl
Technology			
Co-Design Studio	Fall	Lenneke Kok	lenneke.kok@hu.nl
International Research Minor Smart IOT Devices	Fall	Leo van Moergestel	leo.vanmoergestel@hu.nl
Security Specialist	Fall	Hetty Veenstra	hetty.veenstra@hu.nl
Smart Sustainable Cities	Fall	Martijn van Rietbergen	martijn.vanrietbergen@hu.nl
Social Robotics	Fall & Spring	Matthijs Smakman	matthijs.smakman@hu.nl
Sustainability and innovation within Engineering	Spring	Mireille Stout	mireille.stout@hu.nl

3.4 Housing information

HU has an agreement with SSH Short Stay and with Xior. Both housing corporations offer temporary furnished housing. They reserve a range of furnished accommodation especially for international students. However, the number of reserved accommodation is limited, and the sooner you apply, the better your chances of finding accommodation.

Please visit our website for more information about [student housing](#). Here you can also find useful links to find your own accommodation, should you wish to do so (be aware that the housing market in Utrecht is very difficult!) and ho(s)tel options for the first days after arrival, should you need this.

Please note that you can rent an accommodation for a period of 5 months (one semester) or 10 months (a full academic year).

3.5 Immigration information

If you are a national from a country outside EU/EEA/Switzerland, you might need to apply for a visa/residence permit for your stay in the Netherlands. Please visit our website for information about [immigration procedures](#).

3.6 Disability or chronic illness

HU University of Applied Sciences Utrecht welcomes students with special needs and is happy to discuss the options available to support students where needed. Please visit our website for information about studying at HU with a [disability or chronic illness](#).

3.7 Facebook and other useful information

- Join the HU incoming exchange students [Facebook group](#) and meet your fellow exchange students!
- Visit www.studyinholland.nl for all necessary information for international students on studying in the Netherlands and preparing your stay.
- Learn more about the city of Utrecht and what it has to offer on www.visit-utrecht.com.