

**Factsheet for Exchange Students  
and Partner Universities  
2021-2022**



**Utrecht University**

<b>Name of Institution</b>	<b>Utrecht University - Faculty of Humanities</b>	
<b>Erasmus ID code</b>	<b>NL UTRECHT01</b>	
<b>Staff</b>	<p><b>Head of International Office Humanities</b> Ms. Sanne Boomsma</p> <p><b>Coordinators</b> Ms. Monique Hanrath (North- and Western Europe, Africa, Oceania, North America) Ms. Pooi Ji Hang (South- and Eastern Europe, Asia, Central/South America)</p> <p><b>Support Officers</b> Ms. Nelline Bogerd Ms. Agaath Sluijters</p>	
<b>Contact Details</b>	<p><b>E-mail:</b> <a href="mailto:internationaloffice.hum@uu.nl">internationaloffice.hum@uu.nl</a></p> <p><b>Phone:</b> +31 30 253 6046</p>	<p><b>Postal Address:</b> Utrecht University International Office Humanities Drift 10 3512 BS Utrecht The Netherlands</p>
<b>Websites</b>	<p>International Office Humanities: <a href="https://students.uu.nl/en/hum/international-office-humanities">https://students.uu.nl/en/hum/international-office-humanities</a> General information: <a href="http://www.uu.nl/exchange">www.uu.nl/exchange</a> Instagram: <a href="https://www.instagram.com/internationalofficegwuu/">https://www.instagram.com/internationalofficegwuu/</a></p>	
<b>Course offer for exchange students</b>	<a href="http://www.uu.nl/hum/coursesexchange">www.uu.nl/hum/coursesexchange</a>	
<b>Academic Calendar</b>	Semester 1:	Early September until end of January
	Semester 2:	Early February until end of June
	Orientation:	Usually in the week prior to the start of the semester. More information can be found on the website: <a href="https://www.uu.nl/en/education/welcome-to-utrecht/upon-arrival/orientation">https://www.uu.nl/en/education/welcome-to-utrecht/upon-arrival/orientation</a>
<b>Deadlines</b>	<p>1<sup>st</sup> Semester + Full Year: Nomination deadline: April 15 Application deadline: May 1</p>	<p>2<sup>nd</sup> Semester: Nomination deadline: Sept. 15 Application deadline: Oct. 1</p>

<p><b>Application procedure</b></p>	<p>The <b>partner university</b> nominates the selected students by email (<a href="mailto:internationaloffice.hum@uu.nl">internationaloffice.hum@uu.nl</a>). This e-mail should include the students name, e-mail address, level (Bachelor/Master) and name of the current degree programme.</p> <p><b>Nominated students</b> will then receive an email with a link to an online application system. Students are asked to complete the online application and upload additional documents (certified transcript, language proficiency form, copy of passport/ID).</p> <p>Parallel to the application procedure students are asked to choose and register their courses online by filling in a <b>course registration form</b>.</p> <p>Students who wish to enroll in <b>Master-level</b> courses must prove that they are enrolled in a Master degree programme at the time of application and have already completed one semester before coming to Utrecht. Master level courses are only available to students who are enrolled in a Master programme in a same or very similar field of study of their home university.</p>
<p><b>Language Requirements</b></p>	<p>Students who are not native in English will be asked to provide a Language Proficiency Form (provided by UU). At the time of the application, students must be able to prove the following levels according to CEFR:</p> <p><b>For Bachelor level: B2</b>  <b>For Master level: C1</b></p> <p>Students wishing to enroll in courses taught in Dutch, German, French, Spanish or Italian, will be asked to provide a Language Proficiency Form for that language as well (same levels as above).</p>
<p><b>Transcript of records</b></p>	<p><b>Incoming:</b> Note that to reduce the administrative workload and for environmental reasons, we have decided to send digital transcripts rather than hard copies. The documents are digitally signed and the information provided is equivalent to that on our paper transcripts. We aim to send the transcripts within six weeks after the semester ended (March for semester 1, August for semester 2 and Full Year).</p> <p><b>Outgoing:</b> If possible, please send our students' transcripts directly to <a href="mailto:examensecretariaat.gw@uu.nl">examensecretariaat.gw@uu.nl</a>.</p>