

Studielink manual

How to register as a student?

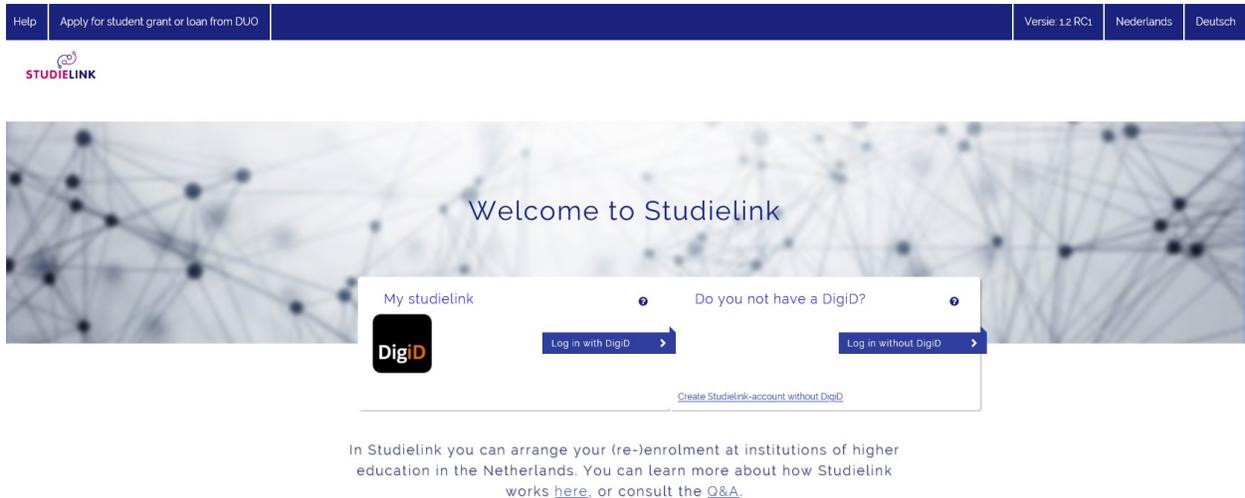
Step 1. How to get started?

Step 2. Apply for a username and password

Step 1. How to get started?

Open your web browser and go to the website of Studielink: www.studielink.nl.

You will find the following screen, after clicking on “English” in the upper right corner of the screen. This is the homepage of Studielink.

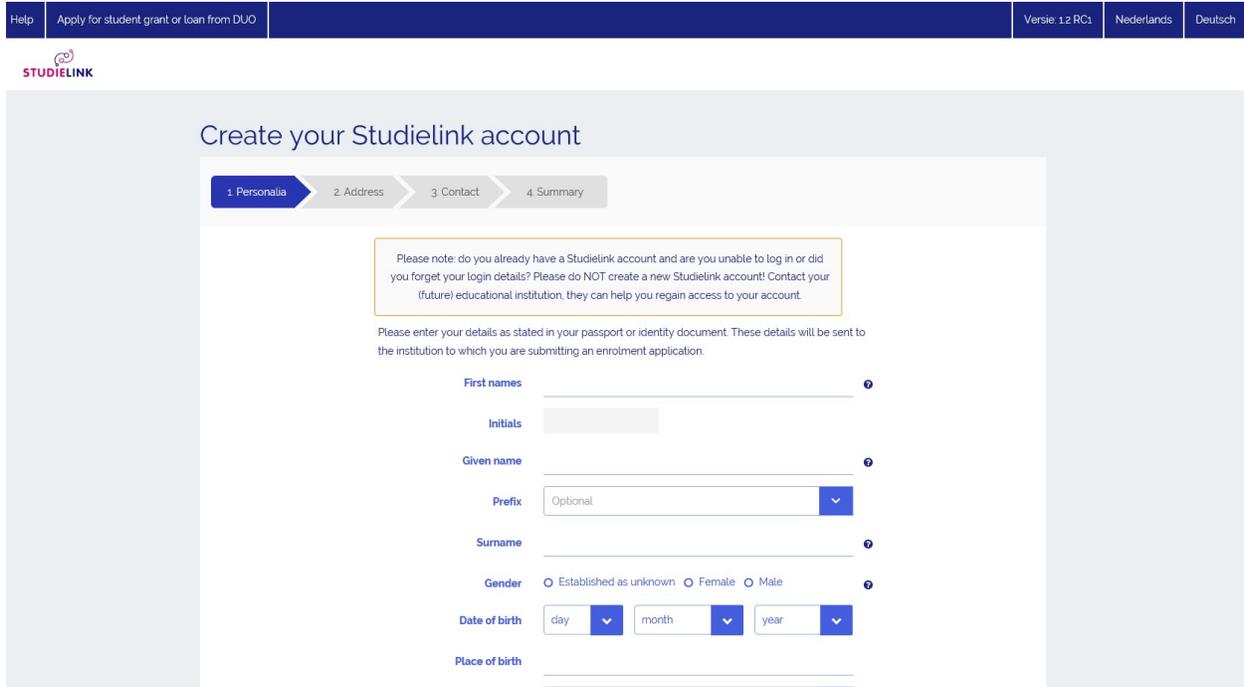


PLEASE NOTE:

Do you already have a Studielink account and are you unable to log in or did you forget your login details?
Please do NOT create a new Studielink account! Instead, contact the PThU via email:
studentenzaken@pthu.nl

Step 2. Apply for a username and password

Click on [Create Studielink-account without DigiD](#) and you will find the following screen:



The screenshot shows the 'Create your Studielink account' page. At the top, there is a navigation bar with 'Help', 'Apply for student grant or loan from DUO', 'Versie: 1.2 RC1', 'Nederlands', and 'Deutsch'. Below this is the Studielink logo. The main heading is 'Create your Studielink account'. A progress indicator shows four steps: '1. Personalia' (selected), '2. Address', '3. Contact', and '4. Summary'. A yellow-bordered box contains a note: 'Please note: do you already have a Studielink account and are you unable to log in or did you forget your login details? Please do NOT create a new Studielink account! Contact your (future) educational institution, they can help you regain access to your account.' Below this, a message states: 'Please enter your details as stated in your passport or identity document. These details will be sent to the institution to which you are submitting an enrolment application.' The form fields include: 'First names' (text input), 'Initials' (text input), 'Given name' (text input), 'Prefix' (dropdown menu with 'Optional' selected), 'Surname' (text input), 'Gender' (radio buttons for 'Established as unknown', 'Female', and 'Male'), 'Date of birth' (three dropdown menus for 'day', 'month', and 'year'), and 'Place of birth' (text input).

Please enter your details as stated in your passport or identity document in form "1. Personalia". After you have entered your personal details, click on "next" and proceed to enter your address details in form "2. Address".

After entering your address details and clicking on "next" you can create your log in details in form "3. Contact" by entering your email address and a password. Please also enter your phone number and correspondence language.

You have to remember the email and password used in form "3. Contact" because you need them to log in to Studielink.

After having filled out forms 1 to 3 you proceed to form "4. Summary". Here you will see a summary of all the details you have entered. Please check your details carefully and edit any mistakes by clicking on the white pencil icon in the right corner (see picture below).

Check your details

Personal details



After carefully checking your personal details you have to check the two following boxes:

- I have checked all my details and hereby confirm that it has been entered correctly.
- I agree with the [general terms and conditions](#) of Studielink.

After checking the boxes you can click on "create" in the lower right corner. This will present you with the following message:

 Details have been successfully saved

Thank you for submitting your details. A confirmation email will be sent within the next few minutes to YOUR EMAIL ADDRESS

Open this email and click the link to activate your account. You will now be able to log in. Did you not receive an email, please check your spam folder.

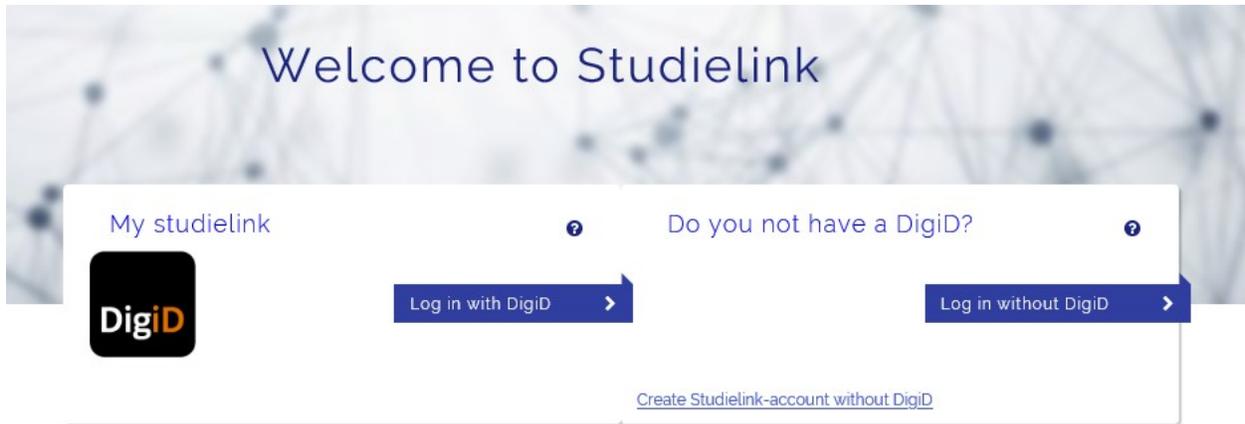
Didn't receive an email? [Resend confirmation e-mail](#).

Studielink will now send you an email to activate your Studielink account. To activate your account, please click on the link [Active account/Verify email address](#) in the email. This will open another window in your internet browser that says your account has been activated and will automatically send you through to the Studielink homepage.

Your Studielink account is now ready and you can log in.

Step 3. Log in at Studielink

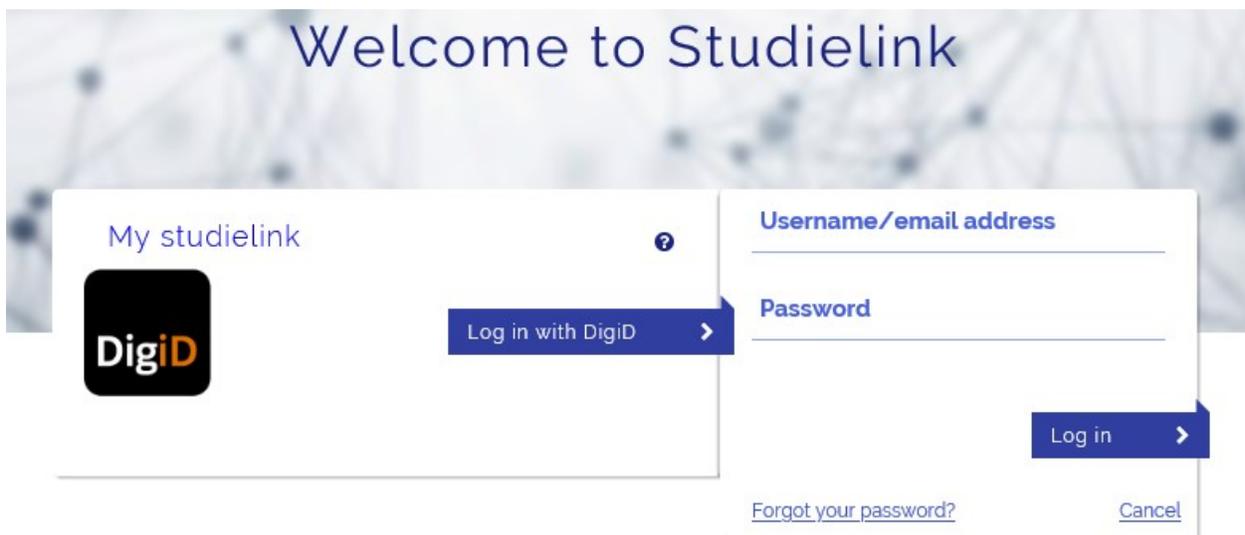
When you go to the Studielink homepage you see the following two options:



Click the button:



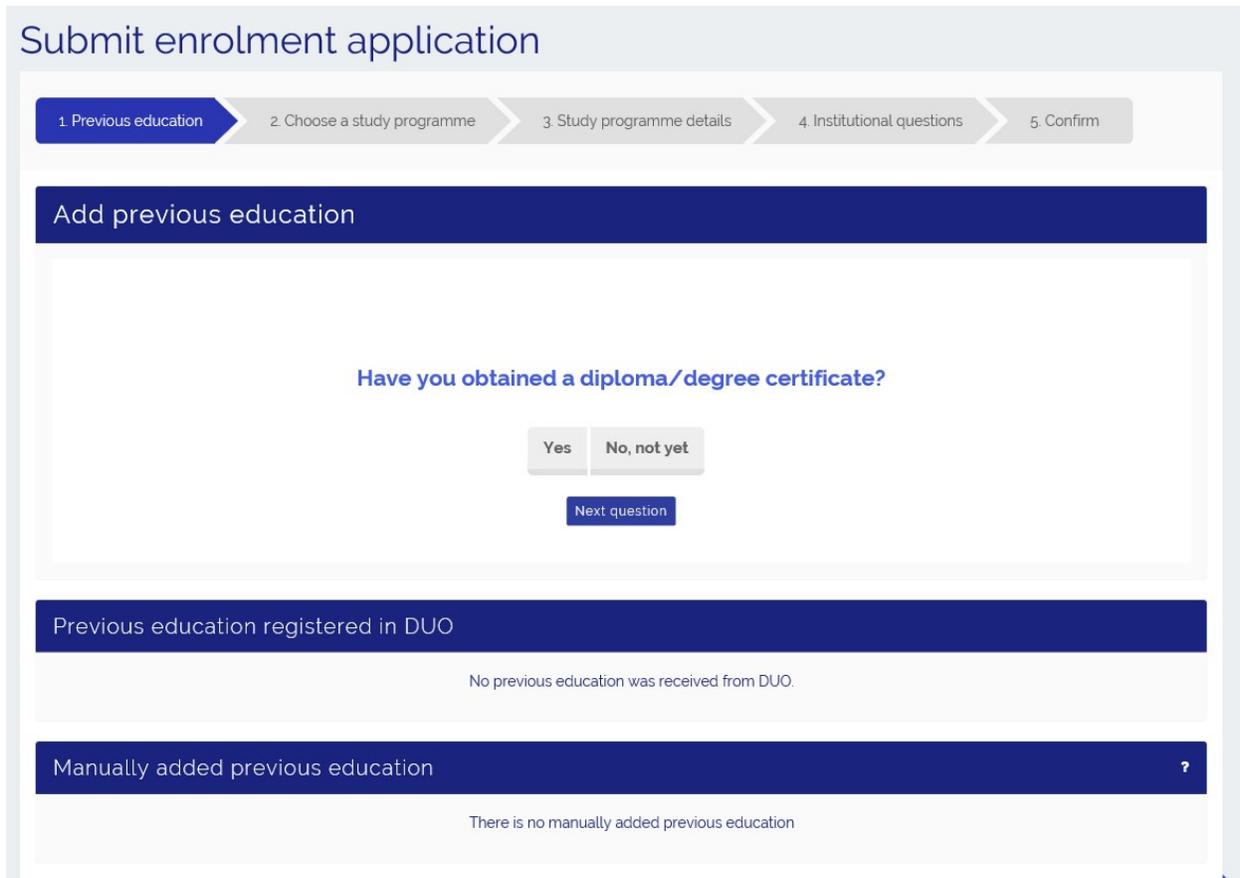
You will arrive at the following screen:



Enter your email address and password and click on the blue "log in" button.

Step 4. Submit enrollment application

After logging in, Studielink will take you to the screen “1. Previous education”:



In this screen you can submit your enrollment application for the PThU. First, you will be presented with a couple of questions about your previous education. Please answer all of these questions carefully. After having answered all the questions about your previous education you can add your previous education to your Studielink profile by clicking on the following button:

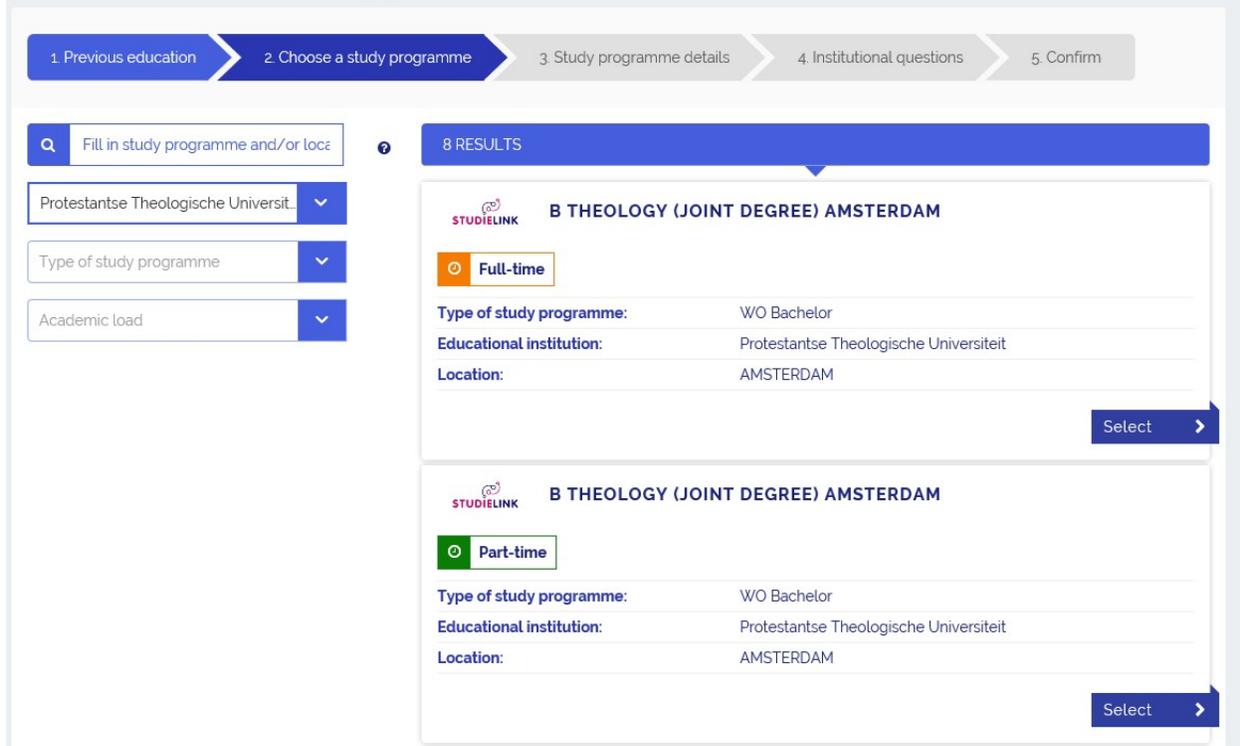
[Add this previous education](#)

You can add multiple previous education programmes. Please add all the relevant education programmes that you have completed, such as bachelor and master programmes.

When you are done with adding your previous education programmes you can click on “next” in the lower right corner.

This will present you with a new screen called “2. Choose a study programme”:

Submit enrolment application



The screenshot shows the '2. Choose a study programme' step in a five-step process. On the left, there is a search bar and three filter dropdown menus: 'Protestantse Theologische Universit...', 'Type of study programme', and 'Academic load'. The main area displays '8 RESULTS' for the search. Two results are visible, both for 'B THEOLOGY (JOINT DEGREE) AMSTERDAM' at the Protestantse Theologische Universiteit in Amsterdam. The first result is for a 'Full-time' program, and the second is for a 'Part-time' program. Both results show 'Type of study programme: WO Bachelor'. A blue 'Select' button is located at the bottom right of each result card.

You can search by either educational institution, type of study programme or academic load. The quickest way to find all the study programmes of the PThU is by entering “Protestantse Theologische Universiteit” in the first drop down menu (educational institution). Please be sure to select “Master of Theology (in depth) Full-time”.

When you have found the study programme you were looking for, which is “Master of Theology (in depth)”, please click on the blue “select” button. Most study programmes can be followed in both full-time and part-time formats. Before clicking select, please make sure you have selected the right option.

After you have selected the study programme of your choice, Studielink will direct you to screen "3. Study programme details":

Submit enrolment application

1 Previous education 2 Choose a study programme **3 Study programme details** 4 Institutional questions 5 Confirm

 **Master of Theology (in depth) Groningen**

Full-time

Type of study programme WO Master

Name of study programme (national) Verdieping

Educational institution Protestantse Theologische Universiteit

Place GRONINGEN

Website https://www.pthu.nl/en/Education/Master_Theology/

Start date ▼

Type of enrolment ▼

Start as ▼

Study Choice Activity ▼ ⓘ

Please enter all the details by selecting an answer from the drop down menu. Sometimes there is only one option available in the drop down menu.

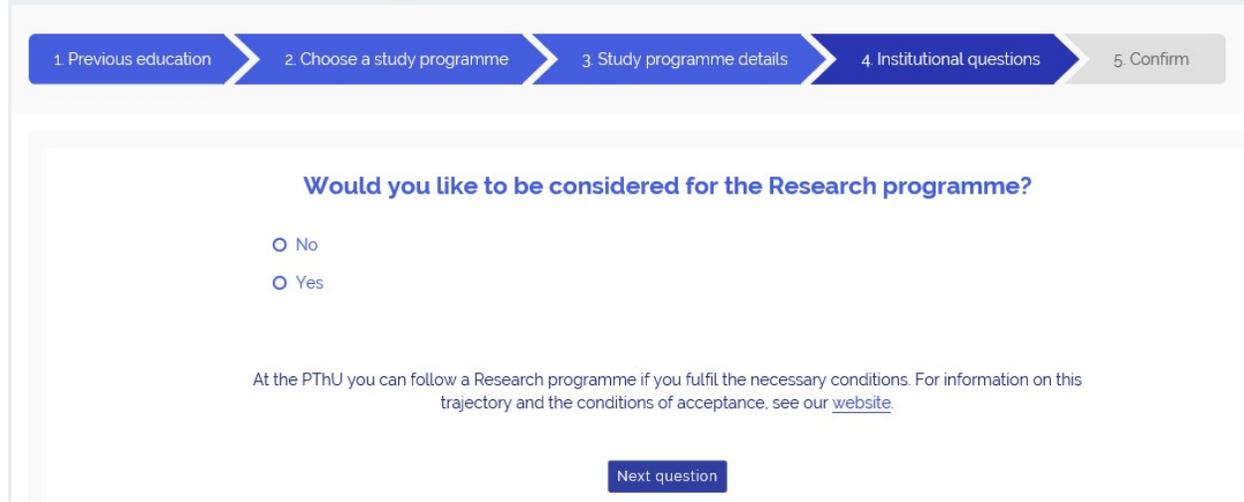
After completing form "3. Study programme details" please check the following box:

I am aware that previous education obtained outside the Netherlands, has to be verified by the educational institution.

After checking the box, continue to the next form by clicking "next" in the lower right corner.

Studielink will direct you to form “4. Institutional questions” and you will see the following screen:

Submit enrolment application

A screenshot of a web form titled "Submit enrolment application". At the top, there is a progress bar with five steps: "1. Previous education", "2. Choose a study programme", "3. Study programme details", "4. Institutional questions", and "5. Confirm". Step 4 is currently active. Below the progress bar, the question "Would you like to be considered for the Research programme?" is displayed in blue. There are two radio button options: "No" and "Yes". Below the options, there is a paragraph of text: "At the PThU you can follow a Research programme if you fulfil the necessary conditions. For information on this trajectory and the conditions of acceptance, see our [website](#)." At the bottom of the form, there is a blue button labeled "Next question".

The Research Programme is for excellent students only and has an additional work load of 15 ECTS. If you answer this question with ‘yes’, the possibility of your participation will be discussed in the intake interview, which is part of the introduction programme. The research committee will decide on your admissibility to the Research Programme. You will have to answer this question before proceeding. After answering the question click on the small blue buttons: “next question”, “confirm” and then “next”.

After you click “next”, Studielink will direct you to form “5. Confirm”:

Submit enrolment application

1 Previous education > 2 Choose a study programme > 3 Study programme details > 4 Institutional questions > 5 Confirm

Check the following details and submit your enrolment application

Previous education 

Previous education registered in DUO

No previous education was received from DUO.

Manually added previous education 

dfdfd

Type of diploma/degree certificate:

Level:

Name previous of education:

Diploma received:

Diploma date:

Country:

Verification status:

Please carefully check all the details of your enrolment application. You can edit any mistakes by clicking on the white pencil icon.

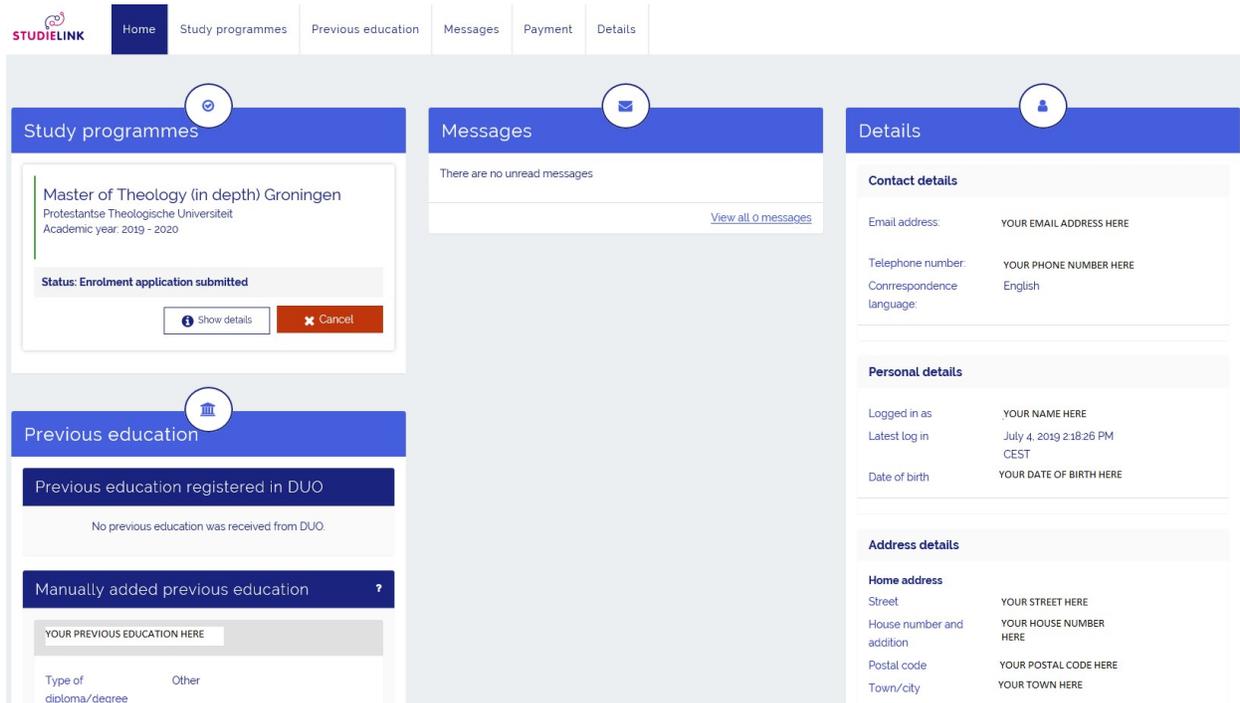
After having checked your details you have to check the following box:

I have checked all the details and they are correct.

Then click “confirm” in the lower right corner. You have now submitted your enrolment application, but you still have to complete some steps.

Step 5. Your Studielink homepage and inbox

After finishing your enrolment application, Studielink will direct you to your Studielink homepage, which looks like this:



The screenshot shows the Studielink homepage with a navigation bar at the top containing tabs for Home, Study programmes, Previous education, Messages, Payment, and Details. The main content area is divided into three columns:

- Study programmes:** Displays a card for "Master of Theology (in depth) Groningen" at Protestantse Theologische Universiteit for the academic year 2019-2020. The status is "Enrolment application submitted" with "Show details" and "Cancel" buttons.
- Messages:** Shows "There are no unread messages" with a link to "View all 0 messages".
- Details:** Contains sections for Contact details, Personal details, and Address details, each with placeholder text for user information.

In the upper part of the screen you can see multiple tabs. When you click on the tab "Messages" you will be directed to your Studielink inbox. All the important messages about your application will be sent to this inbox.

The first message you will receive will be called "Enrollment application sent to institution". This message contains important information about the application process.

If you completed your previous education in another country than the Netherlands, it might be possible that you will also receive a message that requires you to send a copy of your diploma. If you have any questions about your Studielink messages, please contact studentenzaken@pthu.nl via email.

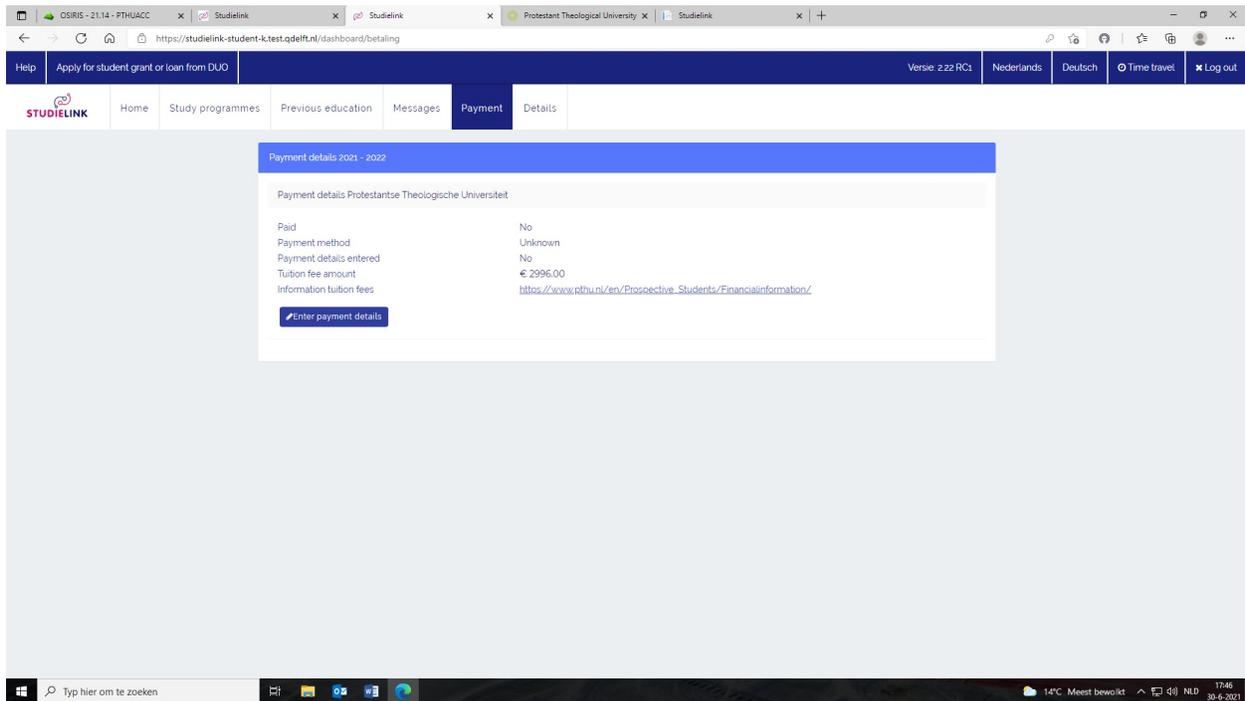
Step 6. Payment Details

Eventually, you will receive a message in your Studielink mailbox which tells you that you can enter your payment details. From here please choose which one of the three following options applies to you:

1. Your scholarship covers the tuition fee or you are exempted to pay the fees.

You should fill out the form as follows:

Go to the tab "Payment" on your Studielink homepage.



Payment details 2021 - 2022

Payment details Protestantse Theologische Universiteit

Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 2996.00
Information tuition fees	https://www.pthu.nl/en/Prospective_Students/Financialinformation/

[Enter payment details](#)

Click on the blue button "Enter payment details" and follow the steps.

Payer's bank account country: NETHERLANDS

Payment method: Other method of payment

Who is paying the tuition fees: Someone else is paying the tuition fees



Payment in instalments: No

First and last name account holder: Protestantse Theologische Universiteit

IBAN: NL20INGB0692163336

Country: NETHERLANDS

Postcode: 1081HV

House number: 1105

Street: De Boelelaan

City: Amsterdam

After filling in the payment details, please click on the "confirm" button.

You have now successfully finalised the registration procedure.

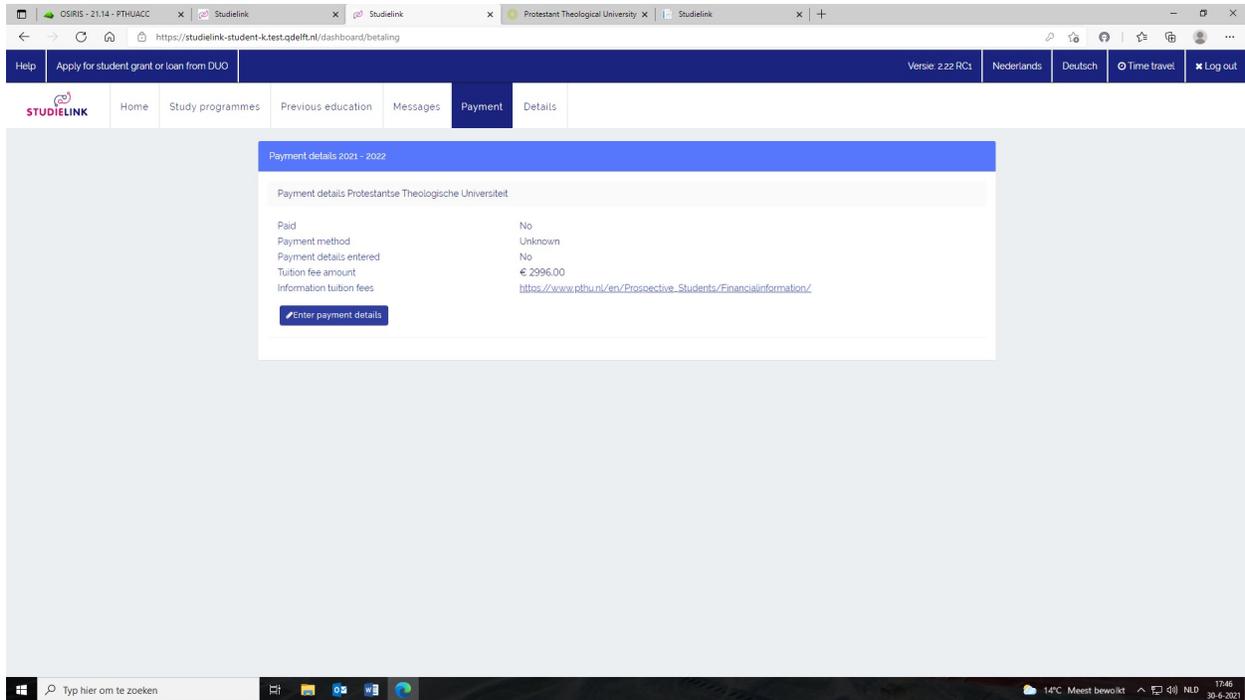


2a. Your scholarship doesn't cover or only partially covers the tuition fee.

2b. Your tuition will be covered by an external scholarship

You should fill out the form as follows:

Go to the tab "Payment" on your Studielink homepage.



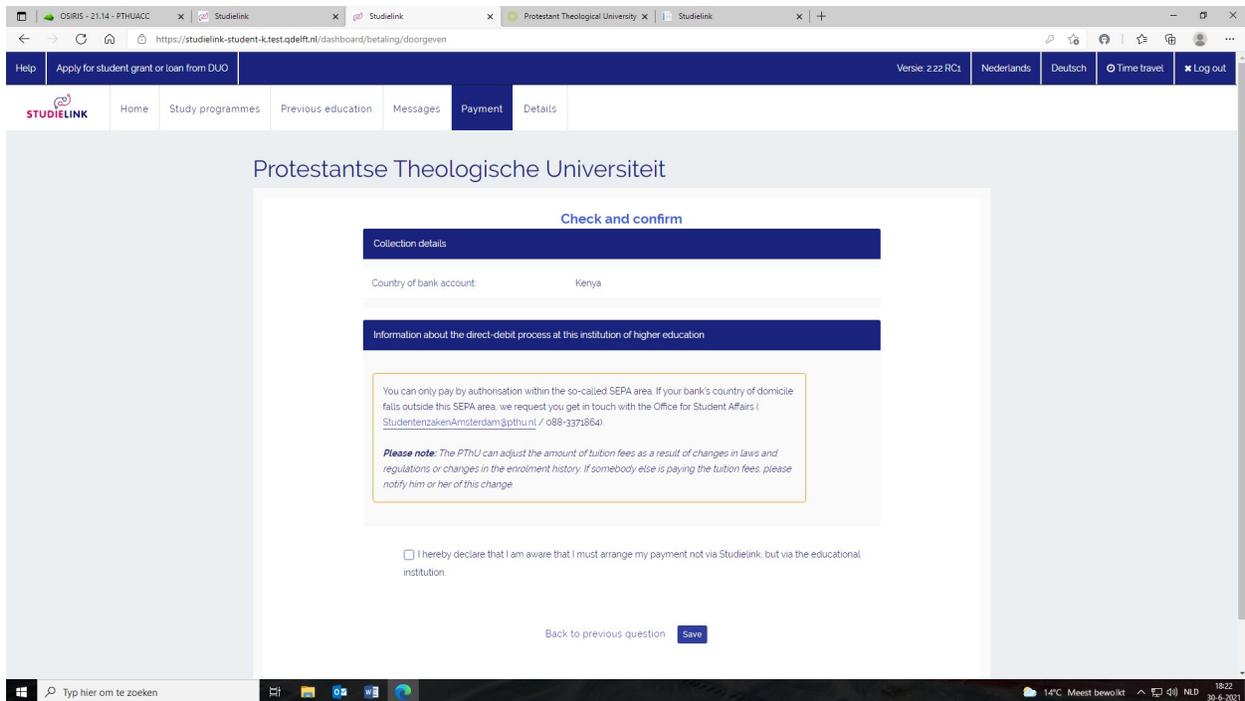
Payment details 2021 - 2022	
Payment details Protestantse Theologische Universiteit	
Paid	No
Payment method	Unknown
Payment details entered	No
Tuition fee amount	€ 2996.00
Information tuition fees	https://www.pthu.nl/en/Prospective_Students/Financialinformation/

Click on the blue button "Enter payment details" and follow the steps.

Payer's bank account country: your home country

After filling in the payment details, please click on the "confirm" button.

You have now successfully finalised the registration procedure. A message which looks like this is shown:



Protestantse Theologische Universiteit

Check and confirm

Collection details

Country of bank account: Kenya

Information about the direct-debit process at this institution of higher education

You can only pay by authorisation within the so-called SEPA area. If your bank's country of domicile falls outside this SEPA area, we request you get in touch with the Office for Student Affairs (StudentenzakenAmsterdam@pthu.nl / 088-3371864).

Please note: The PThU can adjust the amount of tuition fees as a result of changes in laws and regulations or changes in the enrolment history. If somebody else is paying the tuition fees, please notify him or her of this change.

I hereby declare that I am aware that I must arrange my payment not via Studielink, but via the educational institution.

[Back to previous question](#) [Save](#)

Please make sure you follow the payment instructions the PThU will send you separately.

3. You will pay in ten installments

You should send us a confirmation that you will pay the tuition fee in ten installments. We will send you the format of the statement within a week. We will deduct the monthly amount to be paid from your monthly allowance for living costs.

You do not need to fill out any payment details in Studielink.