



Leiden University College The Hague Application Manual Enrollment September 2012

You can only apply for LUC The Hague by using the online application system. Please read the information below carefully before you complete the online application and upload documents.

The application deadline for enrolment in September 2012 is: February 1st 2012.

General Guidelines

- Answer all questions in English.
- Documentation that is part of the application process at LUC The Hague cannot be returned. Do not send original diplomas or certificates, but use certified copies.
- Official certified translations are required for documents that are not in English, French, German or Dutch.
- Applications at LUC The Hague are online and must be in English. After registration for this system you will be assigned a Student ID and an Application ID. Include the Student ID on all the documents you send us apart from the certified copies of your diploma and transcript.
- Documents and copies can be uploaded in the Online Application, but you will have to send hard copies as well for: copy of passport, certified copy of grades list/transcript, recommendation letters.
- You do not have to complete your application in one session. As long as you save the information, you can continue working on it. After you have submitted the application, you can no longer make any changes.
- Add the domain @luc.leidenuniv.nl, info@luc.leidenuniv.nl and admissions@luc.leidenuniv.nl to the safe addresses in your email contacts to avoid missing messages. The majority of communication will be done by email, so make very sure you enter the correct address.
- You can follow the status of your application online.



0. Register Online

The online application system is used for all international programs at Leiden University. This means that some fields are not applicable for a LUC The Hague application. Please follow the guidelines below to complete your application correctly.

- Go to <https://koala.leidenuniv.nl/jooa/oa/Index.php> to register online. You can also find this link on our website. The personal details you enter here will automatically be copied to your application; it is your responsibility that your information is entered correctly.
- No one at LUC The Hague or Leiden University has access to your password. If you have forgotten your password, you can request a new password online.
- You will be assigned a Student ID and application ID.
- When logged in, you will first get the welcome page. Read this information carefully. Then proceed to 'application' and start a new application.

1. Personal Details

- Include all your official initials as stated in your passport.
- Make sure you enter your date and place of birth as stated in your passport.

2. Address Details

- The correspondence address you enter will be used for just that: correspondence. Inform us immediately at admissions@luc.leidenuniv.nl if this address changes after you have submitted your application. Please do not forget to provide us with a phone number in case we need to contact you.

3. Housing information

Here, please select the first option: 'No, and I will look for accommodation myself' even though LUC The Hague is residential and housing will be provided for you. This means that you do not have to look for your own accommodation.

4. Educational Background

- We need to have a complete overview of your secondary education. In this section, enter the current/last secondary school you attend(ed). Include the expected day of graduation and the diploma you hope to obtain.
- If you have attended other secondary schools since the age of 12, please include them in your CV (see step 8). Do not use the option 'add another degree', this is only for applications to Master and PhD programs.

If you have a diploma that is not the Dutch VWO diploma, you need to make sure you have the correct qualifications to be admitted. Please consult the admissions section at the LUC The Hague website for a full list of the diplomas that are considered to be equivalent and the requirements. (<http://www.lucetheague.nl/admissions-finance/admissions/requirements.html>)



5. Language proficiency

All education, communication, writing and reading at LUC The Hague is in English. You therefore need to have a very good level of **English** before you enter LUC the Hague. Speaking Dutch is not required.

- You do not need to provide proof of your level of proficiency if you:
 - are a native speaker of English
 - (will) have a secondary school diploma from a programme with all courses taught completely in English and gives entrance to a university. This includes an IB diploma but excludes TTO (Tweetalig VWO).
 - are doing the Dutch VWO diploma and have an average of 8 or higher for English

- If you do not fall into one of the above categories, you will have to provide other proof of proficiency, using one of the tests below. If you have not yet taken the test, please add the date on which you will take it.
 - TOEFL test (www.ets.org/toefl): this Test of English as a Foreign Language can be taken at locations all over the world. You need to organise your own test and pay a fee. The institution code for LUC The Hague is **6342**.
If you include this code, our admissions officer will receive the results directly.
We require the following minimum scores:
 - Paper-based test: an overall score of 600
 - Computer-based test: 237
 - Internet-based: 100
 - IELTS test (www.ielts.org): an overall score of 7.0 (at least 7.0 in each of the four components)
 - Cambridge Certificate: Certificate of Proficiency in English or Certificate in Advanced English grade A
 - English Language GCSE or IGCSE

- We would also like to know if you are proficient in other languages. If you speak other languages, indicate them as well as your level.

6. Proposed Program

- Select the academic year 2012-2013
- Programme type: Bachelor
- Programme name: **Liberal Arts & Sciences: Global Challenges, LUC The Hague**
- Specialisation: choose one of our five majors. This is in no way binding but will help us plan as well as possible for the academic year.
- Starting semester/month: September 2012



7. Scholarship

- Students who have applied for Dutch 'studiefinanciering', should not indicate this on this page.
- If you have already applied for a certain grant or scholarship, you can indicate it on this page. However, this will not influence your application.
- If you need financial support, please visit the 'finance' section at the LUC the Hague website: <http://www.lucethehague.nl/admissions-finance/>

You can also check out scholarship possibilities at:
<http://www.nuffic.nl/international-students>

8. Supporting documents

To support your application we require a number of documents. Some of these you have to write yourself and can be uploaded. Other documents are needed in hard copy. You can however, scan them first and upload them before sending the certified hard copies to LUC The Hague Admissions. We can only invite you to come and study at LUC The Hague if we have received the certified hard copies. Do not send original diplomas or certificates, these will not be returned.

In order to acquire a certified copy of your diploma or transcript you can make a copy and ask your school to add an original signature and stamp of the school. The stamp and signature show us that it is a true copy of your transcript or diploma, and not digitally altered. Your school will be familiar with this procedure.

8.1 and 8.2 *Copy of your Passport* (picture page + the page with your signature) or official ID card (front and back of the card) and if applicable, a copy of your residence permit (front and back). All the text on the copy must be legible.

8.3 *Curriculum Vitae*

Use your CV to outline your school history, courses and trainings, work/volunteer experience and extra curricular activities/hobbies (the five most important ones at most). Your CV must be written in English.

8.4 *Letter of Motivation*

In at most 500 words explain your motivation to come and study at LUC The Hague. It is an essential part of your application; it needs to be written in English and you have to write it yourself. Although your letter will not be judged for the level of English, correct spelling and grammar help to bring your message across. Your letter of motivation is your chance to show us who you are and why LUC The Hague would be the best college for you. You can include topics like:

- What attracts you in the LUC The Hague programme?
- What you will add to the LUC The Hague student community?
- What your ambitions and dreams might be; what is your passion? And how do they relate to studying at LUC The Hague?
- How LUC The Hague fits into your plans for your future
- Any other information that you cannot add elsewhere in your application



8.5 and 8.6 *Transcript and Diploma*

Please send us official transcripts or certified copies of your most recent grades list and school diploma. For more information please see the beginning of this paragraph. You can upload a scan, but make sure you also send a certified hard copy. Do not send originals of certificates of diplomas. If your transcript/diploma is not written in English, French, German or Dutch, you have to hand in a certified English translation as well.

8.7 *English Language Test*

If you have results on paper for an IELTS, TOEFL or other recognised test (see section 5 of this document), you can upload the results here. In that case, make sure you also send the hard copy to the Admission Office.

9. **Additional Documents**

9.1 In this section you must upload your *Application Essay*. Next to the Letter of Motivation, the *Application Essay* is an important part of your application. It has to be written in English, reflect your ideas and opinions and is written by you alone. Please take into account that it has to be an academic essay and not an elaboration of your motivation letter. The essay should be between 900-1000 words and you *must* choose *one* of the questions below. Do not forget to clearly state which question you have chosen for your essay.

The essay will be used to see how you approach questions, how you analyse them and construct your answers. Do not write what you think we would like to hear, we want to see your own critical and creative thinking. The essay is not used to judge your proficiency in English, but correct spelling and grammar will help to carry your message.

Questions (you should choose one)

- “Money is the root of all politics”. Discuss.
- What literary work has been the most significant for your own personal development?
- What do you think is the most important challenge that humankind must learn to face?
- In the summer of 2011 scientists at the CERN facility published results that might prove the existence of particles that travel faster than light. If they are right, why should we care?
- Is the Universal Declaration of Human Rights really universal? Why/Why not?

9.2 *Recommendation Letters*

To support your application, we would like to have some insight into you as a student. Please ask your school mentor, career counsellor, or a teacher to complete, in English, the recommendation form, which you can find at our website:

<http://www.lucethehague.nl/admissions-finance/admissions/how-to-apply.html#5-letter-of-recommendation>

The recommendation form can only be submitted in hard copy, in an official school envelope, sealed and signed across the seal on the back. Make sure your name and student ID are on the front of the envelope. You can send the signed and sealed envelope to us with your other documents, or your referee can send it directly to the Admissions Office. The address is listed on the form. We require one or two recommendations in English from a member of the



Universiteit Leiden
Campus Den Haag



teaching staff, mentor or dean of your school. We cannot accept recommendations written in Dutch or any other language apart from English.

LUC The Hague
Admissions Office
Lange Voorhout 44
2514 EG The Hague
The Netherlands

10. Survey

The information of this very short survey is used by Leiden University to evaluate the marketing instruments. If you choose to subscribe to updates from Leiden University, you will get information about the whole university and not on LUC The Hague.

Your answers here have no influence on your application. To be updated on LUC The Hague, please join us on Facebook.

11. Application Fee

The application fee is **€50** and should be paid into the bank account mentioned below. In the online application click 'yes' to answer the question 'Are you exempted from paying the €100 application fee' and select 'University College (fee has to be paid directly to LUC the Hague)' from the drop-down menu. **Do not use the form in the application programme, nor use the bank account number provided on the website which is for Leiden University only.**

Bank account: 101314140
IBAN: NL21RABO0101314140
BIC/ Swift: RABONL2U

Full Bank Address:

Rabobank Nederland
Croeselaan 18
3500 HG Utrecht
Nederland

Registered to:

Universiteit Leiden iz Campus Den Haag
Postbus 13228
Den Haag

Include your **Student ID** and the code **1220002002- LUCTH- <your name>** in the reference section or we may not be able to trace your payment.

The application fee is non-refundable. If you are successful in your application and you enroll at LUC The Hague, your application fee will be forwarded to LUC Student Association Fortuna as membership fee. If you are not successful in your application, the fee will be added to the Student Aid Fund. If paying the fee is a problem for you but you do consider yourself a suitable applicant, please contact the LUC the Hague Admissions Office.

Students from the Pre-University College at Leiden University are exempted from paying the application fee.



12. Review

Please check all the information you have given us carefully, including correct spelling of your name. When you submit your application, you can no longer change your answers or information. You can only submit your application if all sections are checked in the menu on the left: . Use the checklist below to make sure you have sent us all required information.

| Electronically | Hard Copy by mail |
|---|--|
| <input type="checkbox"/> Complete online application | |
| <input type="checkbox"/> Proof of proficiency in English | <input type="checkbox"/> Proof of Proficiency in English |
| <input type="checkbox"/> Copy of passport | <input type="checkbox"/> Copy of your passport |
| <input type="checkbox"/> Copy of Residence Permit (if applicable) | <input type="checkbox"/> Copy of Residence Permit (if applicable) |
| <input type="checkbox"/> Curriculum Vitae | |
| <input type="checkbox"/> Letter of Motivation | |
| | <input type="checkbox"/> Recommendation letter(s) |
| <input type="checkbox"/> Transcript & Diploma | <input type="checkbox"/> Transcript and Diploma (certified copies) |
| <input type="checkbox"/> Application Essay | |

Contact information:

LUC The Hague
Admissions Office
Lange Voorhout 44
2514 EG The Hague
The Netherlands

admissions@luc.leidenuniv.nl

Registered mail is accepted at this mailbox.

13. Submit

If you have finished working on your account you will have to submit your application by checking the box (I understand the points above and am prepared to submit my application to Leiden University) and clicking on 'Submit'.

Deadline:

Please make sure your full application, including payment of the application fee, reaches us no later than February 1st 2012 to take part in the selection round for enrolment in September 2012. Admission decisions are taken at regular intervals, the sooner you apply the better your chances are.