# key data sheet

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| **Name of Institution** | University of Groningen |
| **ID code (Erasmus)** | NL GRONING01 |
| **Contacts** | Coordinator Exchange Office: Ms. Ina Venhuizen |
| | Exchange officers: Ms. Bertien Hoving, Ms Ida van der Veen |
| | Address: Nettelbosje 2, 9747 AE Groningen, The Netherlands |
| | Email: exchange.in.feb@rug.nl |
| | Website: www.rug.nl/feb/education/exchange |
| | Telephone: +31 50 36 38900 |

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| **Academic calendar** | 1st/Fall semester: end of August – end of January |
| | 2nd/Spring semester: beginning of February – mid-/end of June |
| **Expected arrival date** | A **Study Start Event** is organized in the week before the courses start and compulsory to attend: students receive their welcome kit, receive practical and university information, non-EU students have an appointment with the Dutch immigration authorities for residence permit, student buddies help exchange students and offer campus tours |

| **Nomination and Registration deadlines** | Semester | Nomination | Application |
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| | Fall/1st sem. | 1 May | 15 May / NON-EU students 6 May |
| | Spring/2nd sem. | 1 October | 15 October / NON- EU students 6 October |

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| **Application information** | To learn about the procedure, please consult www.rug.nl/feb/exchange-apply |
| **Entry requirements** | 1) study a Bachelor programme in the field of economics/business |
| | students need to have taken a minimum of 10 to 12 courses in the field of economics and business. Students should have covered subjects such as statistics, microeconomics, macroeconomics, (financial) accounting and research methods |
| | 2) proof of English proficiency (only the requirements on our website – we really have to be more straight - https://www.rug.nl/feb/education/exchange/incoming/before/english-proficiency |
| | 3) master/graduate students: Bachelor's degree in the field of economics/business |
| **Required documents for Application** | 1) for non-native English speakers: proof of English language proficiency. For overall and partial minimum scores, different scores for BSc/undergraduate or MSc/exchange, please consult our website: www.rug.nl/feb/exchange |
| | 2) photocopy of (temporary) Bachelor transcripts (translated into English) |
| | 3) photocopy of passport or European ID card |
| | 4) photocopy of your Bachelor degree (applicable only for MSc exchange) |

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| **Courses** | https://www.rug.nl/feb/education/exchange/incoming/before/courses-exams |
| **Course registration** | Students will need to register online for courses until one week before courses start. Our website explains the procedure. |

| Visa and housing | Once accepted, the International Service Desk (ISD) will start the procedure for the visa application and the student can book housing. The Exchange Office is not involved in the visa application process. In order to obtain a visa/residence permit, the Immigration and Naturalization Service will check whether students have sufficient financial resources to support themselves during their stay in the Netherlands. To give you an estimation: the Immigration and Naturalization Service consider about € 950 per month (which is about € 6000 for a semester) sufficient. Students need to pay the entire amount of € 6000 in advance to get the visa/residence permit. More information: https://www.rug.nl/feb/education/exchange/incoming/practical-information/visa |
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| Housing deadline | Fall/1st sem. 1 June<br>Spring/2nd sem. 1 November |

| Housing | The University of Groningen is not a campus university and therefore does not offer campus accommodation. However, through third parties there are many (student)houses and apartments available. We advise students to book accommodation with an organization that is specialized in (international) student housing: SSH. Our website provides more information: www.rug.nl/feb/exchange |
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| Digital Office | We aim to work efficiently and in an environmentally friendly way. In order to do so we keep digital files and also send out documents by email. Consequently, we would like to receive the documents you send out for our students by email, too. It also means that we will send out acceptance letters and transcripts as PDF files, by email. Some partners request the 'original transcripts', which usually means a request for a 'paper copy'. Please note that the hardcopy document we send you would be no different from the PDF document. Thus, where possible, please use the PDF document for your official records and help us meet our goal of working in a more environmentally friendly manner. |
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| For whom | Checklist | Deadline |
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| All students | **Nomination email by home university**<br>Your home university nominates you in Mobility Online. | 1 May |
| All students | **Register online at University of Groningen**<br>Mobility Online provides you a link after being nominated. In this link you can arrange your registration and upload your documents. | 1 June |
| All students | **Upload required documents**<br>In order to complete your registration, you will need to scan the following required documents and email them to us:<br>> English test score (for non-native speakers)<br>> (temporary) Bachelor transcripts in English<br>> photocopy of your Bachelor degree (applicable only for MSc exchange)<br>> photocopy of passport or European ID card<br><br>Only when you have uploaded all required documents, we can send you an acceptance letter. | A.s.a.p., but certainly before 1 June<br><br>(15 May for non-EU students, see below) |
| non-EU students | **Visa/residence permit**<br>If you need a visa/residence permit, please complete your file before 8 May.<br>The International Service Desk (ISD) will provide you with visa application documents and apply for your visa. The Exchange Office is not involved in this process.<br>Please note: without a complete registration, the ISD will not be able to apply for your visa/residence permit. So please make sure to send us your required documents in time. | 15 May |
| All students | **Apply for accommodation**<br><br>After being accepted you can book for housing at SSH. Check their regulations and costs, also if you need to cancel your housing, because of (un)foreseen circumstances (Covid-19) | 1 June |
| All students | **Student number and IT facilities**<br>Our central student administration will send you an email titled "RUG account details" which includes your student number and login details for IT facilities. This email will also explain to you how to activate your account and change your password.<br>You can now also upload a photograph for your student card. | half July |
| All students | **Choose your courses**<br>The online course catalogue for the new academic year is published. | July/August |
| All students | **Course enrollment and Student Start Events**<br>You will receive e-mails from the Exchange Office which informs you about course enrollment, introduction activities, and much more. | July |
| All students | **Schedule wizard**<br>The schedule wizard for the new academic year is updated. You can view if the courses you select fit or overlap with the course/exam schedule. | July/August |
| All students | **Register for courses**<br>You will need to register online for your courses. Deadline is one week before courses start. | half July to end of August |
| All students | **Study Start Events -> see website** | Week before semester |
| All students | **Start of your courses**<br>Your courses start. Consult the academic calendar for course/exam periods. | early September |
| All students | **End of semester 1** | end of January |
| All students | **Receive your transcript**<br>We will email you your transcripts. If you need this information earlier, please make an online request with the Student Support Desk for certified academic transcripts. | half March |