Manual for web application " Incoming Students"

After your application through Studielink you will receive an e-mail containing the following information:

Link to user manual
Link for entering the date regarding your application
E-mail address in case of questions
Username
Password

For the correct submission of the data requested, you can download a user manual at:
http://www.hszuyd.nl/view_html.jsp?content=45896

To fill in your data, go to our website:
http://osirisbackofficetest.hszuyd.nl/osiris_ioin_osidemo/Aanmeldingen.do

If you have any questions or if you need clarification, please send an e-mail to:
IO.Studielink@zuyd.nl)

Please click on the link to the website and you will see the following screen:

Help   *Welcome: Incoming students*

Als je de eerste keer inlogt moet je inloggen met de gebruikersnaam en wachtwoord uit de e-mail.

User name		Change username / Password forgotten?
Password		Change password
	Login	

If you don't have a username/password, click here

Fill in your username and password; then you will be requested to change your password:

Back Help   *Welcome: Incoming students*

Als je de eerste keer inlogt moet je inloggen met de gebruikersnaam en wachtwoord uit de e-mail.

User name	SRebellenclub201	Change username / Password forgotten?
Password		
New password		
New password (verify)		
	Change password	

By changing your password your account will be confirmed

After this you will proceed to the following screen:

Below you will find an overview of your current applications. Click on details to continue. From this screen **Exchange students** can submit a new application for 'Incoming students'.
Furthermore you can view and maintain the details of an existing application.

Current applications

Type	Period	Status	Date	
Incomings students (SL) 5	01/09/2011 until 31/08/2012	Not submitted	16/01/2012	Details

New application

Please click on "details" and go to the paragraph "additional information". Answer all the questions and upload the required documents by clicking on the button:

Attachment ✚

 If necessary, click on the links to download forms or to open an e-mail.

After having answered all of the questions, please click "continue". Possible errors or problems will be indicated at the top of the page:

Back Save Delete Help   *New application*
Error

The entered results contain errors. (F00001)

You will also see a red exclamation mark next to the fields concerned.

Zodra je in bezit bent van het diploma dien je een kopie te uploaden en een (!)
gewaarmerkte kopie van je diploma en cijferlijst op te sturen of in te
leveren bij (link csa?)
Please upload your diploma

At the bottom of the page you will see the following remark:

Please fill out all mandatory fields

After the corrections, please click on "continue" again.

If everything has been filled in correctly, please click on " submit application".

You will then receive an e-mail to confirm your application. The status of your application has now changed to "submitted".

Your application will now be evaluated. Please wait for our e-mail regarding the progress of your application.

You will be notified by e-mail if there are any changes regarding the application.

When the application has been approved, you will receive an e-mail with the request to fill in your contact information.