AUAS Summer School 2019

Application instructions | Students Kwantlen Polytechnic

April 2019

Introduction

This document describes step by step how students can apply for the 2019 AUAS Summer School at the Amsterdam University of Applied Sciences (AUAS). If you have any questions, please do not hesitate to contact Margreet Koning: summerschool@amsterdamuas.com
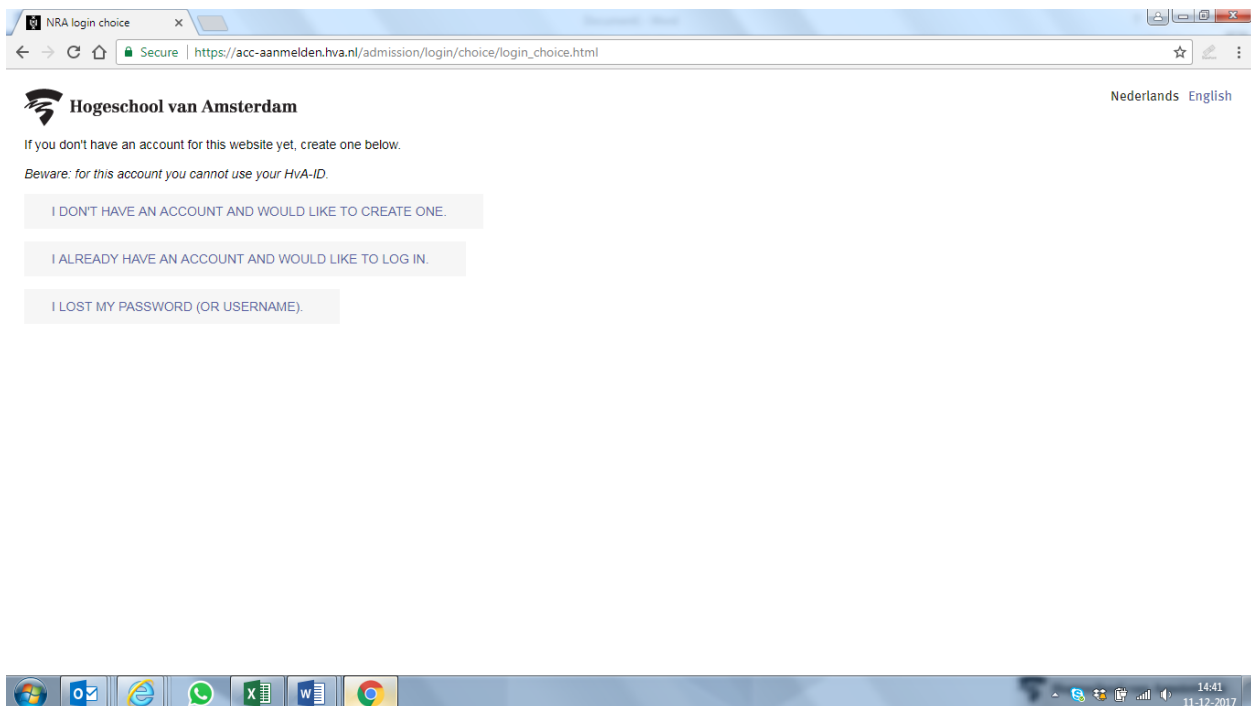
Preparations

In the online application form you will be asked to provide the following documents (no larger than 6 MB per document). So, please keep at hand:

- Your proof of identity (ID).
- Your university or college ID. (If you don't have a university or college ID, please upload a proof of your current professional status.)

Create a user-account

Please follow these steps:

1. Go to the course-page of the course of your interest and click on the 'Apply here'-button you can find in the right reading pane.
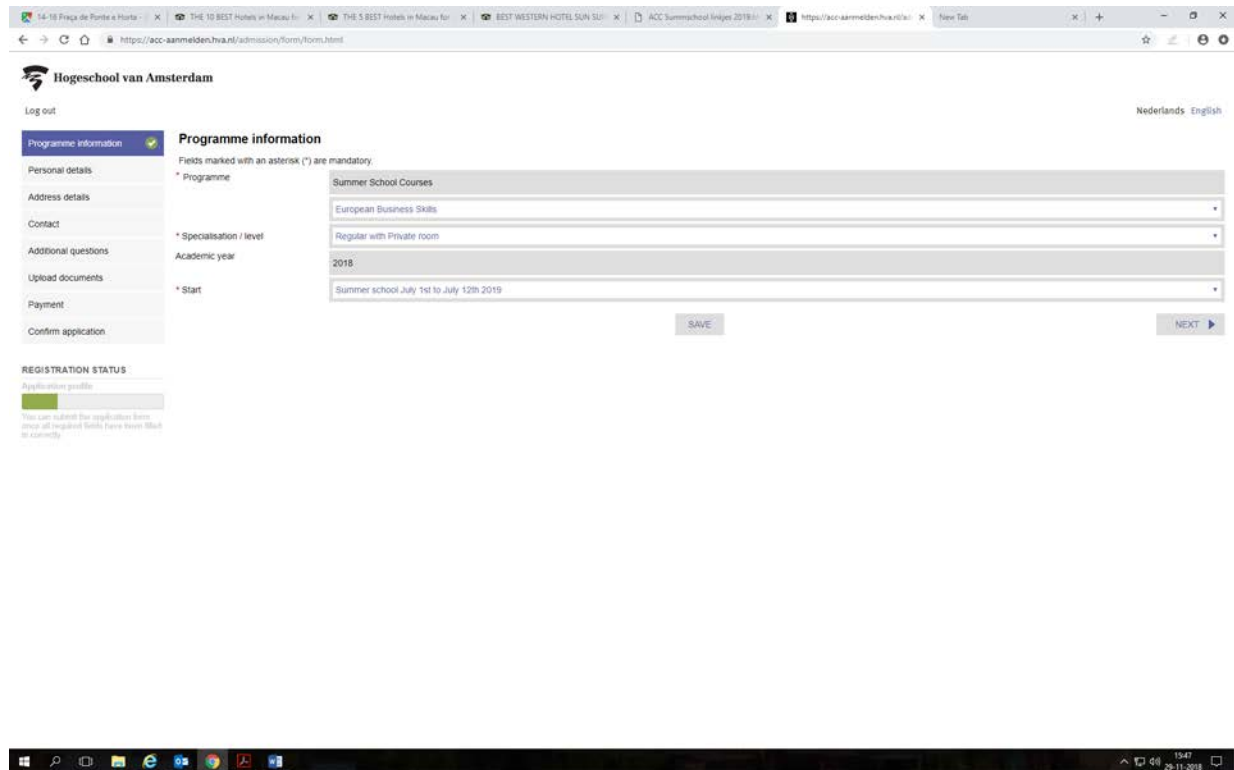

2. Choose 'I don't have an account and would like to create a new one' if you haven't registered at AUAS before. Choose 'I already have an account and would like to log in' if you have registered at AUAS before.
3. When you create a new account, you will have to:
   o Create a user name (no spaces);
   o Enter your e-mail address;
   o Create a password.
4. Click 'register'.

You will receive an e-mail which states that you have created a new account. (If you haven't received this e-mail please check your spam-box)
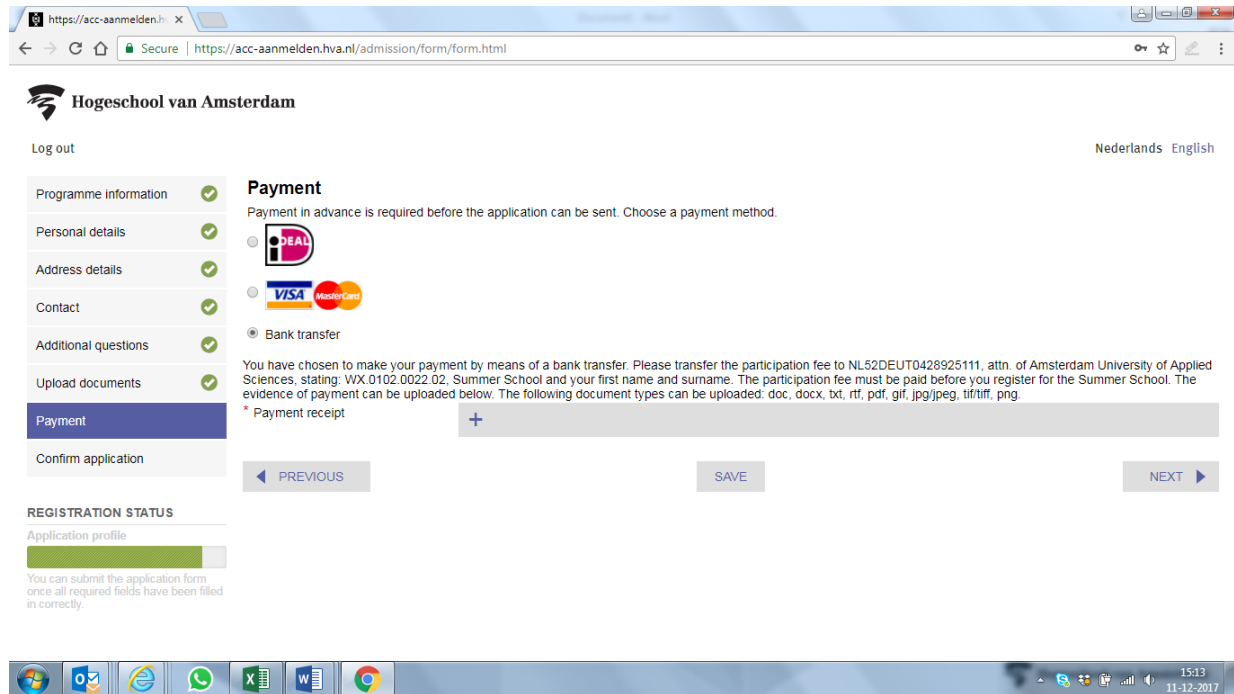
Start the application procedure

In the application-tool you will be asked to make several choices:

1. Programme: Choose the course of your interest (use the drop-down box to select the course)
2. When you want to do the extended version please make sure you choose the extended version of the course
3. Specialisation / level: (use the drop-down box to see all options). RMIT-students check the option *Special and your housing preference (with Dormstyle room or Private room)*. For more information on housing please check our website: Click NEXT >
4. Enter your personal details. Click NEXT >
5. Enter your residential details. Click NEXT >
6. Enter your contact details. Please fill in the details of your contact person back home, so we can contact them in case of an emergency. Click NEXT >
7. Fill in the additional questions. Click NEXT >
8. Upload a proof of identity. This ID should state your full name, date of birth, and place of birth.
9. Upload a copy of your university or college ID, or - if you are a working professional - a proof of your current professional status.

Payment

10. For payment, choose the payment option of your choice
11. When you have chosen '*Bank Transfer*' Click the + sign and upload a proof of payment.
12. Please check all the information provided, and click on 'Submit'.

You will receive confirmation of your application within a few days. Note that this is *not* a proof of enrolment.

The AUAS will check the information you uploaded, and your payment. After all information has been checked, and we have received the payment, you will receive a proof of enrolment.

If you need a letter of acceptance, please send an e-mail to: summerschool@amsterdamuas.com. We will only send a letter of acceptance after we have received your payment.