



Academic year 2011 / 2012



HANDBOOK

Student registration handbook



1st year master students



WAGENINGEN UNIVERSITY
WAGENINGEN **UR**

STUDENT REGISTRATION HANDBOOK

1st YEAR MASTER STUDENTS

ACADEMIC YEAR 2011/2012

Please read this Registration Handbook carefully
before filling in the Registration Form 2011/2012.

Please submit the registration form preferably **before August 1**,
but no later than August 31, 2011, together with the required documents.

Wageningen University
Student Service Centre
Forum
Droevendaalsesteeg 2
6708 PB Wageningen
The Netherlands

*IMPORTANT: This publication has been compiled with the greatest possible care, but no rights may be derived from its contents.
The rules concerning registration are stated in the 'Regulations for Enrolment 2011/2012 Regular Education Wageningen University'.*

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WAGENINGEN UNIVERSITY

Welcome to the top institute of Life Sciences

On behalf of all staff and students I would like to welcome you to Wageningen UR (University & Research centre), and in particular, to the number 1 University of The Netherlands, a position awarded us by students nation-wide for the sixth time! Wageningen is the place to be with the excellent, new and modern campus.

Life Sciences

Choosing a programme at Wageningen University means choosing an University with a mission: to explore the potential of nature, to improve the quality of life. Wageningen University is the University for Life Sciences. Researchers and students address such issues as nutrition, health, nature and the environment. They are working on preserving nature, new energy sources, healthier and tastier food, international development or landscaping.

Interaction

Wageningen is, after all, about interaction: interaction between students, between students and staff, between research and education, and between the university and society. Only through interaction can we reach the level of impact we desire. I would like to draw your attention to another characterising aspect of Wageningen University: the fact that it is embedded in Wageningen University and Research Centre, a unique collaboration between university, policy and market oriented research institutes and institutes for applied research. And, Wageningen UR even has a polytechnic: Van Hall Larenstein. There are no other universities in The Netherlands, or even in Europe, that boast such an extensive collaboration that students can profit from.

International

You will notice that, in deciding to enrol at Wageningen University, you have automatically become a member of the most internationally oriented community in The Netherlands: both within and outside of the lecture halls you will meet and interact with students from all continents. This too, is an extra-curricular, but essential aspect of your education.

Feeling at home

New students are advised to partake in the Introduction Programme held yearly in August. This programme allows you to get to know Wageningen, your fellow students and the curriculum in a friendly and valuable fashion. Joining this programme will contribute to feeling at home in Wageningen.

Finally

Being part of a research and education institute is more than just gaining knowledge and understanding. The next few years will be elemental to the rest of your life. Therefore, I would advise all students in Wageningen to invest time in extra-curricular activities. Those activities will tie you into an international network that will make you benefit from your Wageningen stay the rest of your life.

Prof. Dr. Martin Kropff
Rector Magnificus Wageningen University

INTRODUCTION

In this Registration Set you will find information about how you can register for the master programme for the Academic Year 2011/2012. The handbook guides you step by step to enrolment. Read the handbook carefully before filling in the registration form, to enable you to enrol as a student without any problems.

Registration deadline

Registration is in principle for an entire academic year. The academic year begins on September 1 and ends on August 31. If you want to be officially registered as of September 1, 2011, then submit the completed and signed 2011/2012 Registration Form with the required attachments preferably before August 1, 2011 but no later than August 31, 2011, to the Student Service Centre (SSC) of Wageningen University.

Proof of Enrolment

After registration you will receive a Proof of Enrolment. If you have not received the Proof of Enrolment by September 15, please contact the Student Service Centre

WUR card

All students who are enrolled at Wageningen University receive a WUR card at first registration. The WUR card is an organisation card on which your personal data and your rights within the organisation are stored and is issued once-only. The WUR card, in combination with a valid Proof of Enrolment, is an ID card, a Library card, and is required when using printers and photocopiers. Information on when and where to collect your WUR card is printed on the Proof of Enrolment.

Student or extraneus

If you wish to follow a Master programme at Wageningen University during the 2011/2012 academic year, then you can enrol for this programme as a “student”. If you only want to take examinations then you can register as an “extraneus”. Information on the rights and obligations resulting from registration as a ‘student’ or as an ‘extraneus’ can be found in the 2011/2012 Regulations for Enrolment, Regular Education, (www.ssc.wur.nl/uk > current MSc students > regulations)

Authorisation

If you are not able to complete and sign the registration form, you can authorise your parents or partner to do this for you. A written statement signed by you, confirming this authorisation, should be submitted together with the registration form.

> Proceed to chapter 1 How do I enrol?

1. How do I enrol?

Step 1

You have been admitted to the master programme at Wageningen University and have received an admission letter.

Step 2

Complete the registration form 2011/2012 and sign and date the form. When filling in the form read the explanation in chapter 3.

Step 3

Fill in the 'Payment Agreement Form' (on the back of the registration form) and arrange the payment of the tuition fee 2011/2012. Read the explanation in chapter 4. Sign and date the form.

Step 4

Make sure you have the following documents to submit together with your registration form:

- copy of your passport or ID card and, if applicable, proof of legal residence in the Netherlands. The copy of your passport should be on A4 paper size. Please do not cut the copy to passport size.
- certified* copy of your diploma and certified* copy of your transcript of academic records (list of subjects and marks obtained during the bachelor) (students who submitted by email a scanned copy of their diploma with their application are obliged to submit a certified* copy of their diploma and transcript of academic records when registering as a student at Wageningen University)
- possibly a Proof of Payment of Tuition Fees (BBC) – if registered at another institution for higher education in the Netherlands
- if you have authorised your parents or guardians to complete and sign your registration form, then also send this authorisation together with your registration form

Step 5

Send the completed and signed registration form together with the required documents (see step 4) as soon as possible, preferably before August 1, 2011 (no later than August 31, 2011) to the Student Service Centre (SSC). The sooner your registration form is processed the better: the sooner you receive your Proof of Enrolment; your WUR account and you can make use of educational facilities.

A pre-paid envelope is enclosed in the registration set. You can use this envelope to send your registration form to Wageningen University. If the envelope is not enclosed you can send your registration form to the following address (postage not necessary):

* A certified copy is a signed copy with an official stamp or seal from the relevant educational institution where the diploma was earned. The original diploma can be certified at the organisation where the diploma was obtained, at the Municipality or at the Student Service Centre.

Wageningen University
Student Service Centre
Registration Office
Antwoordnummer 30
6700 VB Wageningen

Use the address below, if you send your registration form from an address outside the Netherlands:

RÉPONSE PAYÉE / REPLY PAID
PAYS-BAS / NETHERLANDS

Wageningen University
Student Service Centre
Registration Office
Int. Antwoordnummer
C.C.R.I. Numéro 30
6700 VB WAGENINGEN
PAYS-BAS / THE NETHERLANDS

Incomplete registration requests cannot be processed by the SSC and will be returned to the student.

2 Rules and regulations concerning registration

Registration as a student is in principle for an entire academic year. The academic year begins on September 1, 2011 and ends on August 31, 2011.

Failing to satisfy the registration requirements in time can result in delaying your registration as a student till October 1 or later. Registration cannot be back-dated.

Your registration as a student will immediately be terminated if found that you did not comply with one or more of the registration requirements (see page 11).

Registration on or after October 1, 2011

If you want to complete your registration for the 2011/2012 academic year by September 1, 2011, then you must satisfy all your registration requirements before this date.

The starting date for registration requests submitted on or after October 1, is the first day of the month in which the registration request has been processed by the SSC, the tuition fees were received and all other registration requirements were satisfied. The registration then applies to the end of the academic year.

The required tuition fee for registration on or after October 1 is determined by the number of months of registration divided by 12, times the tuition fee which should be paid by you for a complete academic year.

To register on or after October 1 you should complete the form 'Statement concerning Registration on or after October 1' available on www.ssc.wur.nl/uk > forms student administration or at the Student Service Desk.

Registration for first year students on or after October 1 is only possible with approval from the programme officials. When registration on or after October 1 is requested, a check will be made that no use has been made of educational facilities before registration. When established that students have made use of educational or examination facilities without being registered as a student, a fine will be imposed according to the Wageningen University Regulations for Enrolment 2011/2012.

Tuition and examination fees

One of the conditions for enrolment 'as a student' is payment of the required tuition fees. You either pay the Statutory tuition fee or an institutional tuition fee (see page 15). The type of tuition fee you pay depends on your nationality, where you live and your previous education.

For students who meet the nationality requirement and who want to enrol per September 1, 2011, the tuition fee will be determined by Wageningen University at two moments:

1. the Temporary Tuition Fee: will be determined when your request for enrolment is being processed by the Student Service Centre (in the period June-September 2011). The address requirement will not be taken into account.
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2. the Definite Tuition Fee: will be determined in the first week of October 2011. All requirements (nationality, address, degree and study duration) will be taken into account.

Determining the tuition fee with regard to the address requirement

For students, who meet the nationality requirement when (and the degree requirement) submitting their request for enrolment, the tuition fee will be temporarily determined at € 1713. Wageningen University assumes that these students will meet the address requirement at the start of their study.

Wageningen University will check at the end of the first month of enrolment if students meet the address requirement and, if necessary, request proof. When students do not meet this requirement Wageningen University will impose a higher institutional fee (€ 8,925.-). The difference between statutory tuition fee (€ 1713) and institutional fee 2 (€ 8,925.-) will subsequently have to be paid. If the required tuition fee is not paid, then the enrolment will be cancelled according to the 'Regulations for Enrolment 2011/2012'.

Please note, the address requirement is only fulfilled when:

- You are officially registered at a Municipality in the Netherlands in the GBA (Municipal Population Registry), or
- You are officially registered at a Municipality in Belgium, Luxemburg, or one of the German Federal states: North Rhine Westfalia, Lower Saxony or Bremen. You must submit an original 'certificate of residence' from the municipality you live, stating that you are registered there in September 2011.

Should there be a change in your address (as registered officially at the municipality) during the academic year, resulting in a positive or negative change of your fulfilment of the address requirement, this may have consequences for your tuition fees (from the first of the month in which the change has taken place).

Determining the tuition fee with regard to the degree requirement

Wageningen University will also check in the first month of enrolment if students meet the degree requirement. When students no longer meet this requirement Wageningen University will impose a higher institutional fee. The difference between statutory tuition fee (€ 1713) and institutional fee 2 (€ 8,925.-) will subsequently have to be paid. If the required tuition fee is not paid, then the enrolment will be cancelled according to the 'Regulations for Enrolment 2011/2012'.

With regard to determining the Definite Tuition Fee, the Student Service Centre will ask DUO-IB Groep Groningen for the status of your Degree and Address at September 30, 2011. If according to DUO you do not meet both requirements, your tuition fee will be determined at € 8925.- (institutional fee 2). When the Definite Tuition Fee is higher than the Temporary Tuition Fee, you will subsequently have to pay the difference. Should the required tuition fee not be paid, the enrolment will be cancelled according to the 'Regulations for Enrolment 2011/2012'.

Tuition fee	Requirements
€ 1,713.- (statutory tuition fee)	1st year Master student or 'Linkage' student who: a. meets the nationality requirement*, and b. meets the address requirement*, and c. meets the degree requirement*, and d. meets the study duration requirement (if requirement 'd' is not met, this will have no consequences for the tuition fee in 2011/2012)
€ 1,713.- (institutional fee 1)	1st year Master student or 'Linkage' student who: a. does not meet the nationality requirement but is a registered partner of a WU PhD candidate for the duration of the programme, and b. meets the address requirement*, and c. does not have a Master degree or equivalent d. meets the study duration requirement (if requirement 'd' is not met, this will have no consequences for the tuition fee in 2011/2012) The maximum duration of registration for linkage students is one academic year.
€ 8,925.- (institutional fee 2)	1st year Master or 'Linkage' student who: a. meets the nationality requirement*, but b. does not meet the address requirement*, and/or c. does not meet the degree requirement*
€10,500.- (institutional fee 3)	1st year Master or 'Linkage' student who: a. does not meet the nationality requirement*, and b. starts the Master or 'Linkage' programme in 2011/2012

Please note:

1. Registration as Extraneus

To register as 'Extraneus' you pay the same tuition fee as required if you register as 'student'.

2. Registration for BSc Linkage Programme

Students who have been admitted to the 'Linkage programme' pay the same tuition fee as they would have to pay for the MSc programme

3. Registration under a partnership agreement

Some students are applicable for special rates if their organization has signed an agreement with Wageningen University.

* See www.ssc.wur.nl/uk > current MSc students > tuition fee 2011/2012 > requirements

Students who are entitled to pay the tuition fee of € 1,713.- or € 8,925.- do not receive an invoice for the tuition fee nor do they receive a giro slip. The tuition fee should be paid according to the conditions mentioned in chapter 4.

Exemption payment tuition fees

If you are registered as a student at another Dutch university or school of Higher Professional Education for a CROHO registered programme, and you also want to follow a programme at Wageningen University during the same academic year, you may be exempted from having to pay tuition fees to Wageningen University under the following conditions:

- you are registered as a student at another Dutch University or school of Higher Professional Education for a CROHO registered programme
- you are eligible to pay the statutory tuition fee of € 1,713.- for your 'registration as a student' at Wageningen University
- the tuition fee to be paid to Wageningen University is the same or lower than the tuition fee paid at the other institution. If the tuition fee to be paid to Wageningen University is higher than at the other institution, then the difference will have to be paid to Wageningen University
- you must send an original Proof of Payment of Tuition Fees (BBC) from the other institution together with the Registration Form 2011/2012. You can request this proof from the student administration office of the institution at which you first registered

Please note that only those students who are eligible to pay the statutory tuition fee of € 1,713.- can be exempted from paying the tuition fee to Wageningen University. Other students will have to pay the required amount. Students whose 1st registration is at Van Hall Larenstein may be exempted. Please contact the Student Service Centre for more information.

Social Emergency Fund

The Social Emergency Fund has the aim of helping students in financial need. To qualify for funding, there must be a situation of unforeseen, non-structural financial emergency that is not the fault of the student. Further information is available from the Student Deans Office, tel. 0317 483618, email: deanforstudents.dsb@wur.nl.

Termination of enrolment

See the Student Charter (or www.ssc.wur.nl/uk) for information on ending enrolment at Wageningen University. Extranee cannot prematurely terminate their registration.

3 Explanation REGISTRATION FORM 2011/2012

This chapter explains the various sections on the front of the Student Registration Form 2011/2012. It serves as an aid to completing the front of this form. Some sections are self-explanatory – where necessary, an explanation is given.

Tips for filling in the form

- Use a black or blue pen.
- Use capital letters.
- If there is not enough space on the form, use another sheet of paper and staple this to the form

01: Correspondence No. DUO

Enter your correspondence number from the DUO in Groningen. If you do not have a correspondence number, then draw a line here.

02: STARS file number

Enter your STARS application number here.

03: Citizens Services No.

Enter your Citizens Services number (Burger Service Nummer - BSN) from the Netherlands, if you have one. The University is required by law to ask for this number. Your Citizens Services Number will be available at the Municipality of Wageningen a few weeks after registering with the Municipality. This number is also required to open a bank account. Please ask the Municipality for a statement showing this number.

04: Family Name and Initials

Fill in your official full family name as used in your passport; then enter the initials of your first names (if possible). If your family name is preceded by a preposition, article or other prefix, then you must enter this prefix after the initials for your first name(s). Example: Vlamincq J.P. de

05: Official First Name(s)

Enter all your first and middle names as mentioned in your passport. Please fill this in completely, clearly and correctly, as these names will appear on your degree.

06: (Commonly Used) First Name

Enter the name you prefer to be called.

07: Gender

08: Date of Birth

09: Place of birth

10: Country of Birth

11. Nationality

If you have double nationality, Dutch (or EU) nationality takes precedence.

12: Address (Street Name and House Number)

Enter your study address in the Netherlands (street name and house number). Use Roman numerals after the house number to indicate information such as “second floor.” Example: Dorpsstraat 280-II.

House numbers with composite numbers must be clearly separated from each other.

Example: Dijkgraaf 4-16-c-6. This address will be used as your postal address and post from the SSC (e.g. your proof of enrolment) will be sent to this address. If your study (postal) address is not yet known, then enter your temporary address in the Netherlands. Please inform the SSC of any changes in your address. You can submit a change of address form on the Internet. Go to SSC online (www.ssc.wur.nl/uk), log in with your WUR account and password, and click on the “address” link. Please ALWAYS inform the SSC (and the Municipality of Wageningen) of any change in your address.

13: Postal Code and Place of Residence

14: (mobile) Telephone No.

15: E-mail Address (private)

Enter here your private e-mail address, for example your Hotmail or gmail account.

16: Bank Account number

Bank account details in the Netherlands (if available).

Home address

Sections 17 to 20 concern your home address information (partner/parents/guardians).

17: Name and relationship

18: Street Name and House Number

See section 12

19: Postal Code, City and Country

18: Telephone No.

20: Bank Account No.

Requests to be registered for

Sections 21 to 26 concern your registration at Wageningen University.

21: MSc programme

Please enter the name of the master programme for which you have been admitted.

22: “Linkage programme” BSc

If you belong to the group of first-year students who are registering in 2011/2012 for the first time at Wageningen University to follow a so-called “linkage programme”, then tick the “yes” box in section 22. If you do not belong to this category, you can skip this question. Please mention for which MSc programme your linkage programme will give admission.

23: Type of Registration at Wageningen University

Tick the box to indicate how you want to register at Wageningen University for the 2011/2012 academic year. Depending on the aim of your study, you can register ‘as a student’, or ‘as an extraneus’ (examination student). The tuition fee for both types of registration is the same. See the student charter on www.ssc.wur.nl/uk > regulations, for information on these types of registration.

Please note! Registration “as a student” or “as an extraneus” is generally for the entire academic year. This means that it is theoretically impossible to change your status during an academic year. Tick the box ‘as a student’ if you want to register for one of the regular study programmes at Wageningen University and you want to participate in education within the study programme, take interim examinations and student evaluations.

Tick the box ‘as an extraneus’ if you want to register for a regular MSc study programme and you only want to take interim examinations in specific subjects and/or complete the final examination so you can earn the relevant degree for that study programme. Besides the examination, you do not want to participate in any other form of education.

You can register “as an extraneus” only if you are admitted to the student evaluation of the University based on a previously earned degree or a ministerial decision and if the Executive Board has not limited admission to the student evaluation due to the nature or interest of the education. You must register as an extraneus before September 1 of the relevant academic year.

Please note! If you have a temporary residence permit (for university study), registration “as an extraneus” can affect your residency status.

24: 1st enrolment?

If your registration at Wageningen University is the only registration at a Higher Education Institution in the Netherlands in 2011/2012, then tick ‘yes’. If you are also registered at another University or HBO institution in the Netherlands, tick ‘no’ and mention which institution and which programme you are registered for.

25: Requested Registration Date**26: Permission to use digital photo**

Many study programmes publish an annual with the names and photographs of all students who are enrolled in the programme. Before a study association or curriculum committee can use the digital ID photo that was made for your WUR-card, the administrator of the student records requires your formal permission. You provide this permission by ticking the box in Section 26.

Prior Education

Admitted to Wageningen University programme based on prior education

27: Name of University

Enter the name of the University where you were previously enrolled (if applicable).

28: Place and Country of Residence of Institute of Prior Education

Enter the city and country of the institution that provided your prior education.

29: Diploma Obtained

Enter the name of the degree obtained

30: Date Obtained

Make sure you sign and date the form!

Continue filling in the back of the form.

**If there is not enough space on the registration form,
use another sheet and staple this to the form.**

4. How to fill in the Payment Agreement Form

Introduction

Use this chapter to help you fill in the “Payment Agreement for Tuition and Examination Fees 2011/2012”, which is on the back of the Student Registration Form 2011/2012.

The back of the registration form is comprised of two parts:

Part A: Payment declaration for tuition/examination fees 2011/2012

Part B: Method of Payment

Explanation Part A

In part A tick the correct box to indicate who will pay your 2011/2012 tuition/examination fees.

If you are paying your tuition fees yourself, then tick “he/she has paid (or will pay) his/her own 2011/2012 tuition fees”. Then date and sign the form where indicated.

If someone else is paying your tuition fees, such as your parents or an organisation that is providing a grant, then tick the box “a third party has paid (or will pay) his/her 2011/2012 tuition fees”. Also fill in the name and city of the third party who is paying for you. Then date and sign the form where indicated.

This declaration is required by law. If you do not complete this declaration, we cannot complete your registration.

Explanation Part B

Here you can choose how you want to pay you tuition fee:

B1. Payment by DIRECT DEBIT of the 2011/2012 tuition/examination fees (IN ONE OR MULTIPLE PAYMENTS)

B2. Payment of 2011/2012 tuition/examination fees by BANK TRANSFER or DEBIT CARD (PINPAS).

Those students who satisfy the conditions for paying by direct debit are strongly advised to do so.

B1 Payment by direct debit of 2011/2012 tuition/examination fees (ONE PAYMENT or MULTIPLE PAYMENTS)

Complete part B1 of the payment agreement if your tuition/examination fees will be paid by direct debit. Your tuition fees can only be paid by direct debit under the following conditions:

- your 2011/2012 tuition fees/examination fees are € 1,713.- or € 8,925.-
 - you have not received an invoice from the SSC for the payment of your 2011/2012 tuition fees. (If the amount that you have to pay is other than € 1,713.- or € 8,925.-, then you will always receive an invoice from Wageningen University and payment is possible only by making a bank transfer or by debit card (PINPAS) at the Student Service Desk (part B2 of the form);
 - payment by direct debit (in one payment or multiple payments) is only possible from a Dutch bank;
-

-
- you must fill in the direct debit authorisation form completely and correctly and then sign it;
 - you cannot prematurely withdraw the authorisation;
 - you cannot prematurely close or change the account to which the direct debit authorisation applies. If the account is changed prematurely, then the entire amount remaining will be debited by Wageningen University.

If you satisfy these conditions and you want to pay by direct debit, please tick the box in part B1. Part B1 should also be completed by the account holder.

Please tick the box indicating whether an authorisation is provided for payment of your tuition/examination fees in a SINGLE PAYMENT, or in FIVE PAYMENTS.

If you choose direct debit authorisation for a single payment, the total required tuition fee (€ 1,713.- or € 8,925.-) will be debited from your account at the end of September.

If you choose direct debit authorisation for five payments, the total required tuition fee (€ 1,713.- or € 8,925.-) will be debited in five equal payments on or about the following dates:

September 26, 2011

October 25, 2011

December 23, 2011

February 27, 2012

April 25, 2012

If you choose to make five payments, an amount of € 24.00 administration costs will be added. These administration costs will be debited simultaneously with the first payment at the end of September.

If the automatic direct debit leads unexpectedly to a non-recoverable direct debit (e.g. insufficient funds), the student will receive a reminder to pay the required amount within 14 days. The registration will be cancelled when the required amount has not been received within these 14 days by Wageningen University, in accordance with the Regulations for Enrolment 2011/2012.

Please note: the student is always responsible, even if he/she is not the account holder, that the required amount can be collected.

Once-only direct-debit authorisations cannot be withdrawn. If the account holder does not agree with the amount debited from the account, please contact Wageningen University, Student Service Centre, Registration Office within 2 weeks.

We emphatically point out that in case of an incomplete or incorrect direct debit authorisation, the request for registration will not be processed.

B2 Payment of the 2011/2012 tuition/examination fees by BANK TRANSFER or DEBIT CARD (PINPAS)

Please tick box B2

- If the tuition fee has already been paid by you or your sponsor
- If you are paying the required tuition fee by debit card (PIN) at the student desk
- If you are transferring the required amount
- If you are exempted from paying the tuition fees

The tuition fee can be paid:

- by transferring the amount from a Dutch bank account to the bank account of Wageningen University
 - o to bank account number 39.70.26.080
 - o in the name of Wageningen University, Bestuurscentrum, P.O. Box 9101, 6700 HB WAGENINGEN
 - o state your name and your date of birth
 - o write "tuition fee 2011/2012" as the reason for the payment.
- by transferring the amount from a bank account outside the Netherlands to the bank account of Wageningen University
 - o Pay the amount to our bank account at RABOBANK
Wageningen account number 39.70.26.080
SWIFT: RABONL2U
IBAN: NL28RABO0397026080
 - o in the name of Wageningen University, Bestuurscentrum, P.O. Box 9101, 6700 HB WAGENINGEN
 - o state your name and your date of birth
 - o write "tuition fee 2011/2012" as the reason for the payment.
- by debit card (pinpas) at the Student Service Desk, FORUM, Droevendaalsesteeg 2, Wageningen (open Monday to Thursday from 09.00 to 16.00 hrs; Friday 09.00 to 13.00 hrs).

EU/EER Nationals - Wageningen University Bank account no.: 39.70.26.080

All other nationalities – please follow the instructions on the invoice

Please note!

Remember to sign and date part A.

Remember to tick box B1 (and complete this part of the form) or B2.

If box B2 has been ticked: Registration will take place only after the required amount is credited to the account of Wageningen University.

Check

Have you completely filled in and signed the registration form? Have you also signed the payment agreement form under part A and if applicable part B has also been signed? Then return to page 11 to check which documents you need to submit together with your form to complete your registration request.

If you have any questions you possibly will find the answer on page 29 'Frequently Asked Questions (FAQ)'.

>> More information can be found on www.ssc.wur.nl/uk

AND NOW

You have submitted your registration request to the SSC and have either paid the tuition fee or have arranged for direct debit. What then?

Proof of Enrolment

You will receive a Proof of Enrolment at the address mentioned under sections 12 and 13 on your registration form. If you have not received your Proof of Enrolment by September 15, please contact the SSC.

Photo

Your photograph will be shown on your WUR card. Please visit the Student Service Desk in the FORUM to have your photograph taken.

Information Package

An information package will be sent to first year Dutch students. The booklet 'wie, wat, waar in het 1e jaar' is only available in the Dutch language and contains information for 1st year students (registering for subjects and examinations, subjects in the 1st period, student counselor, WUR card, and lots more). This booklet will also be sent to the address you have filled in under sections 12 and 13 on the registration form. It is also available at the Student Service Desk in the FORUM and on www.studiegids.wu.nl.

For international students 'Your Guide to Wageningen – part 3' can be found in the 'welcome bag' issued on arrival by the Team International Student Support or on www.ssc.wur.nl/uk > application and admission.

WUR account

You will receive 2 emails with information about your WUR account (password and username) from Wageningen University. These mails will be sent to your personal email account (e.g. your Hotmail or gmail account).

Studielink

When your registration as a student has been completed, your registration data will be sent to STUDIELINK. Studielink will subsequently send you THREE emails:

1. Informing you that you are registered as a student at Wageningen University
2. Giving you a STUDIELINK username
3. Giving you a STUDIELINK password.

IMPORTANT: PLEASE KEEP THE STUDIELINK PASSWORD AND USERNAME FOR FUTURE USE. You will need these to logon to Studielink to register for the academic year 2012/2013!

>> **More information can be found on www.ssc.wur.nl/uk**

>> **Information on the AID (annual introduction days) can be found on www.caid.wur.nl**

FAQ

What is a certified copy?

A certified copy is a duplicate of a document that shows the original signature and sometimes stamp or seal of a suitable professional person or organisation, to verify that it is a true and genuine copy of the original document. A photo-copy of a certified copy is not acceptable.

Certified copies can be made by:

- the school which issued the diploma
- a solicitor
- civic hall at your place of residence
- the SSC at Wageningen University

Do not send your original Bachelor degree by post!!

What is the bank account number of Wageningen University?

Wageningen University Bank account no.: 39.70.26.080 FOR EU/EER NATIONALS

Wageningen University Bank account no.: 39.70.66.465 FOR ALL OTHER NATIONALITIES

When will the tuition fee be debited from my bank account?

If you choose direct debit authorisation for a single payment, the amount of € 1,713.- or € 8,925.- will be debited from your account at the end of September.

If you choose direct debit authorisation for five payments, the amount of € 1,713.- or € 8,925.- will be debited in five equal payments on or about the following dates:

September 26, 2011

October 25, 2011

December 23, 2011

February 27, 2012

April 25, 2012

If you choose to make five payments, an amount of € 24.00 administration costs will be added. These administration costs will be debited simultaneously with the first payment at the end of September.

When do I receive my student number, Proof of Enrolment and WUR-card?

Your proof of enrolment with your student registration number will be sent to you after August 1, 2011 to the address mentioned under sections 12 and 13 on the registration form.

1st year students also receive a WUR-card. The proof of enrolment contains information on when you can collect your WUR-card from the Student Service Desk.

Please note that if you lose your WUR-card, a replacement will cost € 15.00.

I've lost my registration form, what do I do?

You can download a form on www.ssc.wur.nl/uk > student forms

There's no pre-paid envelope in my registration set

You can use your own envelope to send your form and documents to:

Wageningen University
Student Service Centre
Registration Office
Antwoordnummer 30
6700 VB Wageningen

Use the address below, if you send your registration form from an address outside the Netherlands:

RÉPONSE PAYÉE / REPLY PAID
PAYS-BAS / NETHERLANDS
Wageningen University
Student Service Centre
Registration Office
Int. Antwoordnummer
C.C.R.I. Numéro 30
6700 VB WAGENINGEN
PAYS-BAS / THE NETHERLANDS

Can I send a copy of my driving licence instead of a copy of my passport or ID card?

No, we cannot accept a driving license as identification. The copy of your passport should be on A4 paper size. Please do not cut the copy to passport size.

How do I know which books I need to buy?

You will receive information during the Annual Introduction Days (AID). If you do not intend to participate in the AID you should contact the study advisor or the programme you have registered for.

Where should I report on the 1st day?

You will receive information during the Annual Introduction Days (AID). If you do not intend to participate in the AID you should contact the study advisor of the programme you have registered for. You can also check the site of Wageningen University www.schedule.wu.nl.

How can I contact the SSC?

The SSC is located in the FORUM, Droevendaalsesteeg 2, 6708 PB Wageningen. The student desk is open Monday to Thursday from 09.00 to 16.00 hrs and Friday from 09.00 to 13.00 hrs. From July 4 to August 12, the Student Desk will be open Monday to Friday from 12.00 to 14.00 hrs.

I can't find the answer to my question in the FAQ's

The registration office is very busy in July, August and September. You are therefore kindly requested to check this registration handbook or the internet before contacting the SSC with your questions. If you cannot find an answer to your question, then of course we will try to help you as soon as possible. You can contact the SSC via www.ssc.wur.nl/uk/studentdesk

APPENDIX 1 MSc Programmes Wageningen University 2011/2012 - Code and Name

Code	Name
MAB	= AGRICULTURAL AND BIORESOURCE ENGINEERING
MAM	= AQUACULTURE AND MARINE RESOURCE MANAGEMENT
MAS	= ANIMAL SCIENCES
MBF	= BIOINFORMATICS
MBI	= BIOLOGY
MBT	= BIOTECHNOLOGY
MCS	= APPLIED COMMUNICATION SCIENCE
MDR	= DEVELOPMENT AND RURAL INNOVATION
MEE	= EARTH AND ENVIRONMENT
MES	= ENVIRONMENTAL SCIENCES
MFN	= FOREST AND NATURE CONSERVATION
MFQ	= FOOD QUALITY MANAGEMENT
MFS	= FOOD SAFETY
MFT	= FOOD TECHNOLOGY
MGI	= GEO-INFORMATION SCIENCE
MID	= INTERNATIONAL DEVELOPMENT STUDIES
MIL	= INTERNATIONAL LAND AND WATER MANAGEMENT
MLE	= LEISURE, TOURISM AND ENVIRONMENT
MLP	= LANDSCAPE ARCHITECTURE AND PLANNING
MME	= MANAGEMENT, ECONOMICS AND CONSUMER STUDIES
MML	= MOLECULAR LIFE SCIENCES
MNH	= NUTRITION AND HEALTH
MOA	= ORGANIC AGRICULTURE
MPB	= PLANT BIOTECHNOLOGY
MPS	= PLANT SCIENCES
MUE	= URBAN ENVIRONMENTAL MANAGEMENT

APPENDIX 2 Code for previous education

Code		Description
510	=	hbo 'Agriculture' (Nederlands Hoger Agrarisch Onderwijs)
520	=	hbo 'Technical' (Nederlands Hoger Technisch Onderwijs)
522	=	hbo 'Laboratory' (Nederlands Hoger Laboratorium Onderwijs)
541	=	hbo 'Economics & Administration' (Nederlands Hoger Economisch en Administratief Onderwijs)
542	=	Nederlandse Toegepaste Huishoudwetenschappen
560	=	Nederlandse Sociale Academie
580	=	Nederlandse Pedagogische Academie
581	=	Nederlandse Nieuwe Leraren Opleiding
582	=	Nederlandse Opleiding mo (Biology)
590	=	hbo other - from a Dutch hbo
591	=	Bachelor diploma from a Dutch hbo
595	=	Master diploma from a Dutch hbo
720	=	BSc Wageningen University
740	=	Doctoraal diploma from a Dutch University
741	=	Bachelor diploma from a Dutch University
745	=	Master diploma from a Dutch University
802	=	Bachelor diploma from abroad
803	=	Master diploma from abroad
804	=	Other diploma from abroad

APPENDIX 3 Study Grant for MSc students

Study grants from IB-groep

Most studies at Wageningen University give right to 5 years of performance grant of IB-groep for Dutch students and specific groups of foreign students. (NB a few studies at Wageningen University give right to 4 years of IB performance grant; see below).

If you have received 3 or 4 years of IB study grant whilst obtaining your BSc diploma, then you are probably still eligible for one or two years of performance grant (prestatiebeurs) during your MSc. After the performance grant you are entitled to 3 more years of loans and public transport pass. If you are eligible for a study grant for your MSc study at Wageningen University, then you can apply for this grant via DUO. You have to set the registered study and address to the new situation. To qualify for the public transport pass after the performance grant has expired, you should apply for a loan of at least zero euro.

EU/EER students who are not eligible for the full IB study grant, may still be entitled to a loan of tuition fees from DUO.

Extra fifth year of performance grant from Wageningen University

Students who register for the Master programmes: MDR, MCS, MID, or MME, are not eligible for a fifth year of performance grant from DUO, although the BSc-MSc programme is 5 years. These students may be entitled to an extra year grant from Wageningen University (maximum 12 months) on condition that they obtain their MSc degree within 10 years from their first IB grant registration and they have received exactly four years of performance study grant from DUO. Students can apply for the Wageningen University funding only after obtaining their Master degree.

More information can be found in the Student Charter (appendix VII).

APPENDIX 4 Legal Residence in the Netherlands

Legal Residence in the Netherlands means that foreigners have been granted permission by the Netherlands Government to temporarily reside in the Netherlands for a specific purpose, in this case education. Under Dutch law, Universities must verify that foreign students, who wish to enrol for the first time, are legally residing in the Netherlands before being able to register them as a student.

Please note that all foreign students (except nationals from European Union (EU)¹ and European Free Trade Association (EFTA)² countries) have to report to the aliens' registration officials.

Details of the procedure to be followed are given below.

Stay shorter than 3 months

1. Nationals from European Union (EU)¹ and European Free Trade Association (EFTA)² countries do not have to report to the Immigration Authorities. However, should they wish to do so, they can report to one of the front offices of the Immigration Authorities to make an appointment. See www.ind.nl for further information.
2. Nationals from all other countries should complete an application form for compulsory registration in the Netherlands. This form can be found on http://www.politie.nl/Gelderland-Midden/mailformulier/short_stay.asp

Stay longer than 3 months

1. Nationals from European Union (EU)¹ and European Free Trade Association (EFTA)² countries do not have to report to the Immigration Authorities. However, should they wish to do so, they can report to one of the front offices of the Immigration Authorities. Call 0900 1234561 to make an appointment. See www.ind.nl for further information.
2. For nationals from all other countries a residence permit is compulsory. Application should be made within three days of arrival in the Netherlands. The Student Service Centre will inform students of the procedure to be followed.

¹ European Union (EU) countries are: Austria, Belgium, Bulgaria*, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania*, Slovakia, Slovenia, Spain, Sweden, United Kingdom

² European Free Trade Association (EFTA) countries are: Iceland, Liechtenstein, Norway, Switzerland.

REGISTRATION AS AN INHABITANT OF WAGENINGEN

All foreign students staying in the Netherlands longer than four months must be registered as an inhabitant of Wageningen at the Municipal registry office at the town hall. Students have to present: Passport, original birth certificate, original marriage certificate (if applicable) and proof of suitable accommodation (e.g. rental contract).

Address:

Municipality of Wageningen

Town Hall, 'Burgerzaken'

Markt 22, Wageningen

Open: Monday through Thursday

08.30 - 12.30 hrs and Friday: 08.30 - 19.00 hrs.

PLEASE NOTE:

As an inhabitant of the city of Wageningen you are obliged by law to inform the Municipality if you change address (within Wageningen or to another town) and when you leave the Netherlands.

International students who are already residing in the Netherlands with a residence permit for study at another educational institution **MUST** change the restriction of their residence permit! They must change the restriction to study at Wageningen University. Please see www.ind.nl for further information. When you move to Wageningen you also need to register as an inhabitant of Wageningen (see above).

Credits

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IMPORTANT: This publication has been compiled with the greatest possible care, but no rights may be derived from its contents. The rules concerning registration are stated in the 'Regulations for Enrolment 2011/2012 Regular Education Wageningen University'.



Wageningen University

Student Service Centre

FORUM, building no. 102

Postal address

P.O. Box 414
6700 AK Wageningen
The Netherlands

Visiting address

Droevendaalsesteeg 2
6708 PB Wageningen
The Netherlands

www.ssc.wur.nl/uk

