

Dear partner,

Greetings from Utrecht University, we hope all is well. With this email we would like to inform you about our nomination procedure. In the attachment you can find our Factsheet.

## **Deadlines**

For a start in February 2025 (semester 2)

**Nomination deadline: September 1, 2024**

**Application deadline: September 15, 2024**

## **Nomination information**

We would kindly ask you to nominate your students via our online form: <https://www.formdesk.com/universiteitutrecht/nomination-for-UU-exchange>  
This tool is only for university-wide nominations. If you have a faculty agreement with UU as well, please follow the nomination instructions of the faculty.

## **What's new?**

This year students do not have to upload a preliminary course form. Students have to check what courses they would like to take <https://www.uu.nl/en/education/exchange-students/academics/course-information>

Based on their course list they choose a faculty when they start the online application. However course information and registration etc is handled by the faculties.

## **Nominations for UCU / UCR**

You can also nominate students for our honours colleges; University College Utrecht or University College Roosevelt (in Middelburg). Make sure the nominated students have a GPA of 3.0 (or higher) and fulfil the [language requirements](#).

### **University College Utrecht**

There are limited spots available at University College Utrecht. If the nominations exceed the number of spots available, a selection procedure via drawing lots will take place. Placement is not guaranteed.

Please note that housing is not only guaranteed, but also mandatory. You can check the current housing fees on the [UCU website](#).

### **University College Roosevelt**

There are limited spots available at University College Middelburg (2-hour train ride from Utrecht). Once selected, students will have guaranteed housing. UCR specializes in offering outstanding undergraduate education in the Liberal Arts and Sciences tradition. Their research is embedded in Utrecht University's excellent research institutes. More information: <https://www.ucr.nl/life-ucr/living-at-ucr/zeeland-middelburg/>.

## **Application / Acceptance process**

Students will receive the application instructions within 5 working days after nomination. In case a student did not receive the application instructions; first check

the spam folder (as the mail is sent in bulk). Otherwise send an email to: [exchange@uu.nl](mailto:exchange@uu.nl) to request the instructions to be sent again.

Along with the notification of acceptance, the student will receive information about services that the university offers. This includes the visa procedure, housing assistance and the mentor programmes. Information is available on our website too: <https://www.uu.nl/en/education/exchange-and-visiting-students/arriving-and-living>. In due time the student will also receive an invitation for the UU Welcome Week and faculty orientation sessions.

### **UU Reserved Accommodation Programme**

Dutch universities do not own student housing. Instead, students are responsible for finding their own accommodation via housing providers or private landlords. For our international exchange students, Utrecht University offers a **Reserved Accommodation Programme** with furnished rooms and studios via housing provider SSH Short Stay. This programme is limited and does not guarantee housing. We offer more information in September, on how and when to book via [this page](#).

Some important matters:

1. Registration is a fixed period of two weeks
2. However, booking reserved accommodation is on **first come, first serve basis**. Students are advised not to postpone their registration or booking.
3. Rental periods are **fixed for one or two full semesters** (so five or 10 months). It is not possible to rent longer or shorter
4. Since **offers are limited**, it is important for students to anticipate that they may not be able to reserve housing this way

Finding housing in Utrecht is very difficult and time-consuming, we therefore advice students to start their search several months prior to their arrival and consider other ways of finding housing before booking opens. Note that the difficulty of finding housing in Utrecht is often underestimated, and housing is extremely high in demand. This is especially the case in the peak period in September. The availability of housing in the Reserved Accommodation Programme tends to be a little more accessible in the Spring semester (per February) but note that this does not mean that finding housing is easy, and availability is not guaranteed.

We advise students not to come to Utrecht before finding proper accommodation.

### **Visa/Residence permit (not applicable for students with an EU passport)**

If your student needs an entry visa and/or residence permit for studying, the university will apply for this on the student's behalf. The (nonrefundable) visa application fee is 257 euros. Students will receive information on the visa process before November 1, their application has to be submitted before November 15.

If students have not heard anything from the visa department by the end of October, they can email to [visa@uu.nl](mailto:visa@uu.nl). more information about the visa process can be found [here](#).

I would appreciate if you could send me your info/fact sheet as well as I am preparing the next steps for our outgoing students!

Should you have any questions, do not hesitate to contact me. I look forward to receiving your nominations.

Kind regards / Met vriendelijke groet,

Mandy van den Houten

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