

**van hall  
larenstein**  
university of applied sciences

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Hogeschool Van Hall Larenstein  
AANMELDEN OPLEIDING

# SIS Portal - Completing the application for Van Hall Larenstein University of Applied Sciences

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# FOREWORD

## Version management

Version	Date	Author(s)	Description	Status
0,1	05-14-2014	M. Verhalle	Version based on 0.4 version (NL)	Draft
0,2	05-15-2014	M. Verhalle	Version based on 0.5 version (NL)	Draft
0.6	05-04-2016	K.Klaver		

## Contact information for VHL University of Applied Sciences applications

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*"We, of Van Hall Larenstein University of Applied Sciences, are here to support our students so that they can enjoy our degree programmes fully, resulting in a high-quality diploma which is solid in terms of content, has the expected practical quality and maximum added value for society."*

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# LOGGING INTO THE STUDENT INFORMATION SYSTEM (SIS)

## BRIEF DESCRIPTION

These instructions describe how to log into the SIS Portal in two steps:

- via an external URL, in combination with your account and a temporary password;
- directly, using your account and a password created by you.

Conditions for using SIS:

- Role: students
- In possession of a temporary/permanent WUR account



*This guide has been compiled by Van Hall Larenstein University of Applied Sciences with due care. Nevertheless, it is possible that screens in the SIS Portal will deviate slightly from the screens you see in this guide. The screen shots in this guide are for reference purposes only.*

## Step 1: Creating your password

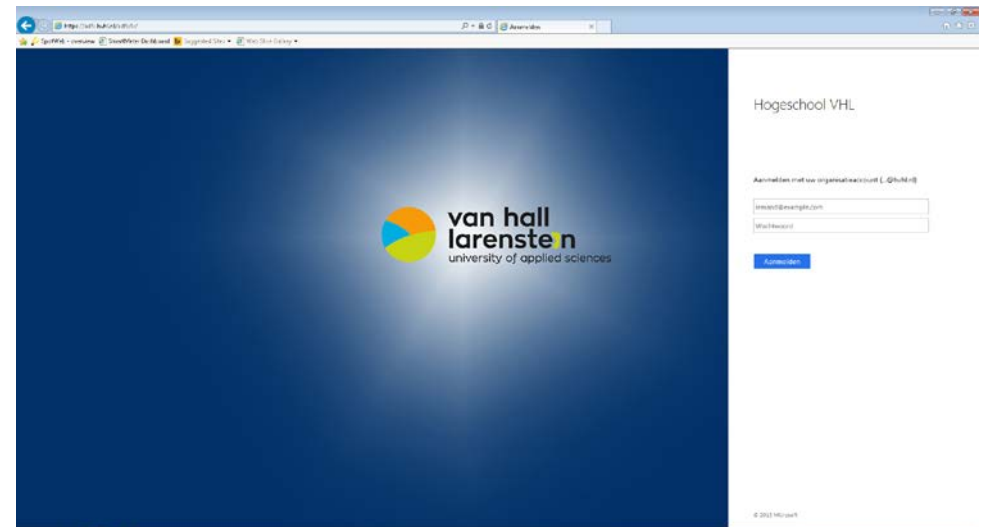
Go to <https://password-prestudent.hvhl.nl> and follow the instructions on the screen. Click the flag in the top-left corner if you prefer the Dutch version.



*If you run into any problems while trying to create you password, please contact the **International Office** at: **+31 (0)26 369 55 66** or send an email to **enrol@vhluniversity.com**.*

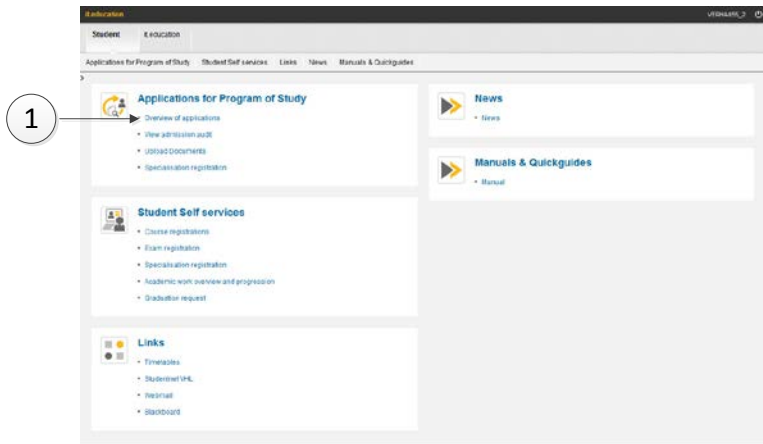
## Step 2: logging in directly to the VHL University of Applied Sciences SIS Portal

- ① Type this URL into your browser's address bar: <https://sis.hvhl.nl>. The following screen will appear.



- ① Type in your e-mail address (xxx@hvhl.nl).
- ② Enter the password you created in **Step 1**.
- ③ Click on the *Register* button. The *SIS opening screen* will appear.

# LOGGING INTO THE STUDENT INFORMATION SYSTEM (SIS)



- ① On this SIS Portal landing page, select the option *Overview of applications* under the heading *Applications for Programme of Study*.

Now go through the seven steps in the SIS Portal. These seven steps are explained one by one in the next chapter.

When doing so, check the details which VHL University of Applied Sciences received from Studielink. If necessary, complete any missing details and upload the requested documents (if you have them).

# COMPLETING THE APPLICATION

## BRIEF DESCRIPTION

If you sent your application through Studielink, it will be automatically forwarded to the VHL University of Applied Sciences Student Information System (SIS). From that point on, you can always view the status of your application using the SIS portal.



*In the meantime, you received an e-mail from VHL University of Applied Sciences which you stored in Studielink. This contains the temporary account giving you access to the SIS-portal.*

In order to complete your application to VHL University of Applied Sciences, add details to your application through the SIS-portal in order to complete your personal dossier. This is done in 7 simple steps.

Once you have completed all the steps and unloaded the required documents, your request will be handled by VHL University of Applied Sciences.

Conditions for using SIS:

- Student account for the VHL intranet
- Registered/temporarily registered as a student

## Step 0: Overview of your application(s)

You are in the student portal of the Student Information System.

Program	Admission status	Admission category	Academic Year	Academic Session	
VHFLV	Approved	Approved	2015-2016	Ac. Year (September)	Details
VHFLV	Approved	Approved	2015-2016	Ac. Year (September)	Details
VHFLV	Approved	Approved	2015-2016	Ac. Year (September)	Details
WBCVV	Created	Initial application	2015-2016	Ac. Year (September)	Details <b>Complete application</b>

- ① Click on the *Applications for Programme of Study* button. This will immediately bring up your personal applications for study programmes at VHL.
- ② In the *Admission category* column, you will see the status of your admission or application for one or more study programmes. Click on the admission category of one of the study programmes to request more information.
- ③ If an application has the admission category *Initial application*, this means that the application has not been considered by VHL University of Applied Sciences.
- ④ Click on the button *Complete application* in order to amend and/or supplement the details for your dossier for this study programme.



*Once approved, applications can no longer be amended. These applications have the status:*

**Finished Portal.**

# COMPLETING THE APPLICATION

## Step 1: Details of study choice

1

2

3

- ① Marking the steps. You are now in Step 1: *Study Choice*.
- ② Here you will find the details of the study programme you have chosen in Studielink.
- ③ Click on *Next* to go on to *Step 2: Personal*



*These data are centrally saved in Studielink. You can only change them there and not in the SIS-portal.*

## Step 2: Personal data



*These are the details you entered in Studielink when you initially applied for VHL University of Applied Sciences. You cannot amend these details in the SIS-portal, only in Studielink!*

1

2

3

- ① The navigation line in the top part of the screen indicates where you are: *Step 2 of 7 steps*.
- ② Your personal details recorded in Studielink are visible here.
- ③ Click on *Next* to continue to step 3: *Address Data*.

# COMPLETING THE APPLICATION

## Step 3: Enter/amend address data



The following address details cannot be amended because you have already entered them in Studielink:

- Correspondence address
- Home address

It is only possible to amend or add phone numbers.

- ① You can view the *Correspondence Address* and *Home Address* details by clicking on these bars. When you do, the underlying details will become visible.
- ② In order to enter a new telephone number, you first choose the country code. Click on the *Emergency Telephone* button to the right of the left-hand input field. A drop-down menu appears.
- ③ Use the scroll bar.



If you want to search more quickly, type the first letter of your country in the left-hand input screen. This will take you to the first country in the drop-down menu that starts with that letter.

- ④ Select your country code. The drop-down menu closes.

- ① Select your country code.
- ② Click on the *Save* button.
- ③ Click on the *Next* button. You now go to step 4: *Previous education*.



# COMPLETING THE APPLICATION

## Step 4: Previous education

You have already recorded all your previous education which is relevant to the study programme you are applying for at VHL University of Applied Sciences. Here you can see an overview.



*In view of the fact that these details are centrally saved in Studielink, you can also only change them there and not in the SIS-portal.*

- ① The previous education recorded in Studielink.
- ② Although the *Add another previous education* option is clickable, clicking it will not bring up any input options. You therefore **DO NOT** need to use this pull-down menu.
- ③ Click on *Next*. This takes you on to step 5: *Study Specific Questions*.

## Step 5: Study Specific Questions

Based on a number of supplementary questions, VHL University of Applied Sciences seeks, as far as possible, to tailor its programme offering to its students and what they need or expect.



*Depending on the study choice, you will receive a particular set of questions. In some cases, when you answer one or more questions, specific follow-up questions will appear. In other words: this is not a standard questionnaire for everyone, but a specific questionnaire which is matched to your choice(s) as far as possible!*

- ① Answer the questions relating to the study programme you wish to apply for. Only one answer to each question is possible.
- ② Click on *Next*. This takes you on to step 6: *Upload Documents*.

# COMPLETING THE APPLICATION

## Step 6: Upload Documents

In order to be admitted to a study programme, it is important that you complete your personal dossier as fully as possible. You may be asked to upload two types of documents:

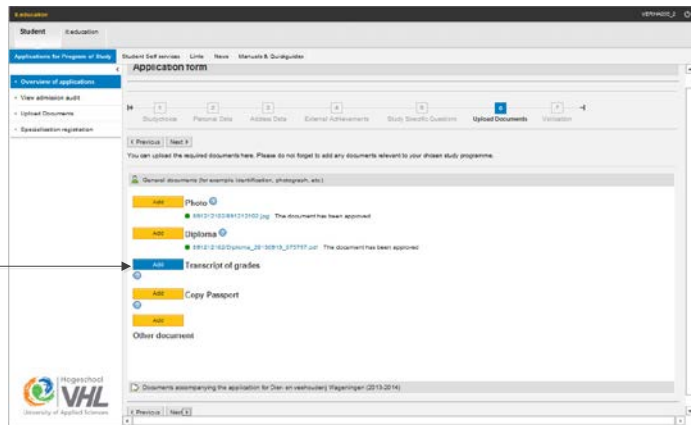
- general documents, such as a passport photo, a diploma or a transcript of grades,
- specific documents which are requested when applying for a particular degree programme.

*For you, as a student from the EU zone, it is important that you upload the following documents with your application:*

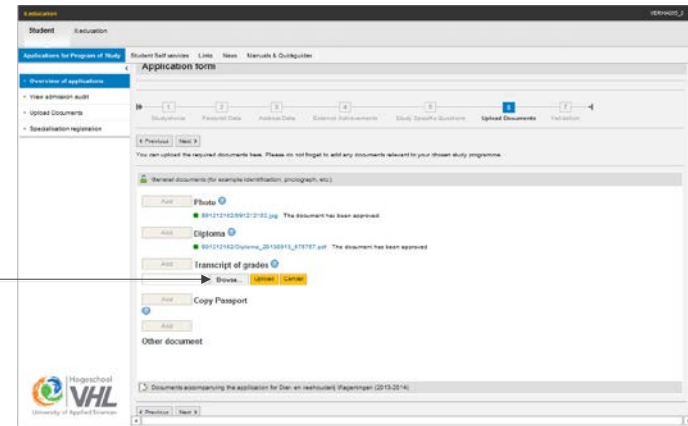


- Birth certificate,
- Curriculum Vitae,
- Covering letter,
- Letter of recommendation,
- Certificate of language proficiency.

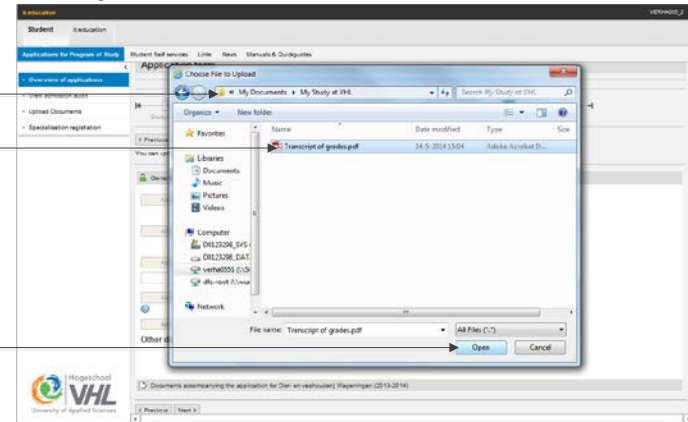
The process of uploading one of the requested documents is described below.



- 1 Click on the *Add* button beside the requested document. A number of additional buttons will appear.



- 1 Click on the *Browse* button to select the location of the file you are looking for.



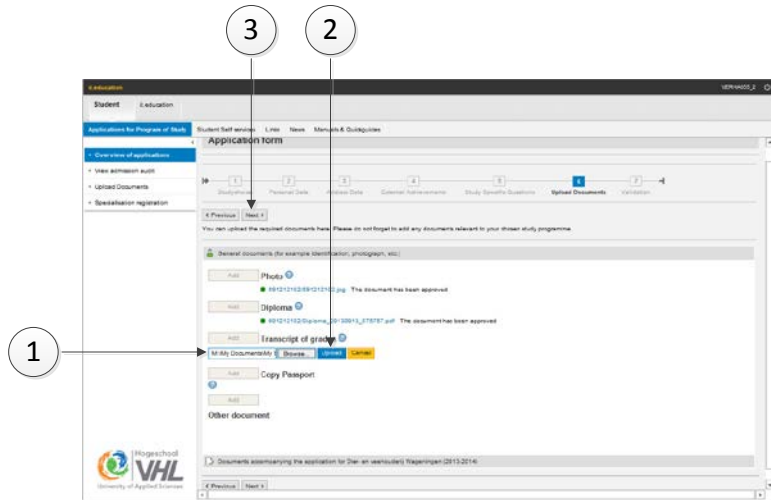
- 1 Search for the appropriate file location.
- 2 At the file location, select the file you want to upload.



*If you are going to upload a passport photo, this file needs to be a so-called JPEG-file (JPG).*

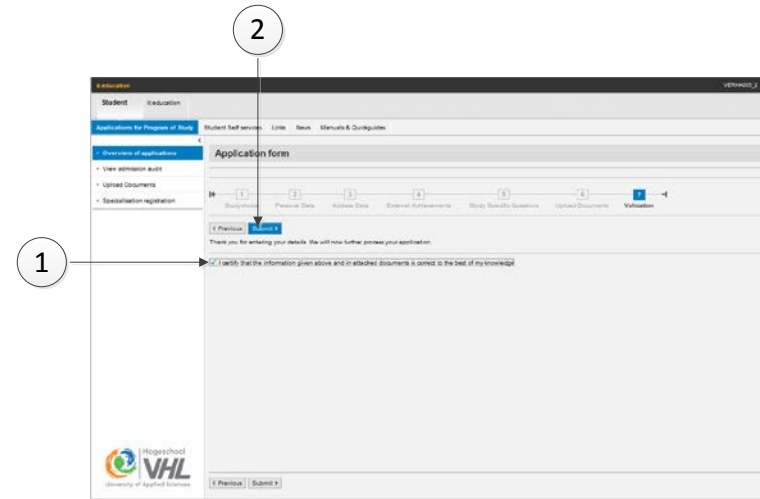
# COMPLETING THE APPLICATION

- ③ Click on the *Open* button.



- ① The path to the file (the file location including the file) has now been copied.
- ② Click on the *Upload* button in order to upload the document to the SIS.
- ③ After this has been done, click on *Next*. This takes you on to step 7: *Validation*.

## Step 7: Validation



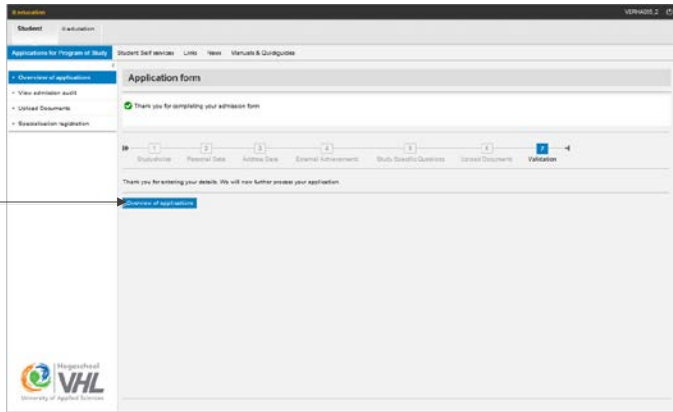
- ① Place a check mark to confirm that you have saved the correct information and documents in the SIS.



*If you do not check this statement, you cannot complete your application. Your application will then remain open and the information you have already saved will not be verified.*

- ② Click on the *Submit* button. This completes your application, which is confirmed, as it were, in the following screen.

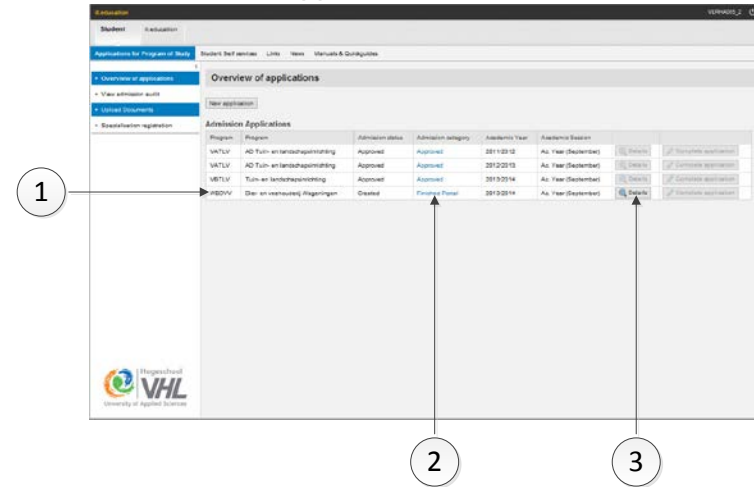
# COMPLETING THE APPLICATION



- ① Click on the *Overview of Applications* button. This takes you out of step 7 of your application and returns you to the starting screen showing all your applications.

## Status of your application

You can view the status of your application at any time in the starting screen, *Overview of Applications*.



- ① The bottom line shows your most recent application.
- ② **Finished Portal** means that you have completed all the steps in the application.

You are now finished (for the time being). VHL University of Applied Sciences will verify your added information. If VHL deems the information to be correct, it will set the admission category to **Approved**.

- ③ As long as the application has not been validated, you can view the details of your application by clicking on the *Details* button.

It may be that your application is given the status **Declined**. In this case, contact VHL University of Applied Sciences by e-mail or telephone. You can find the contact information on page 2.

If you have applied for multiple study programmes at VHL University of Applied Sciences, you need to go through the seven steps for each programme individually. So check the **Overview of Applications** screen carefully.

After completing **Step 7- Validation**, you can upload additional documents, such as your diploma. In order to do so, select the **Upload Documents** option in the left-hand panel of the screen.

## COMPLETING THE APPLICATION



The status **Declined/Recalled by Student** is issued by SIS if:

- you have indicated in Studielink that you do not wish to apply for a study programme.
- VHL University of Applied Sciences has clear reasons for declining you. In that case, you will also receive a message stating the reasons.

# UPLOADING DOCUMENTS

## BRIEF DESCRIPTION



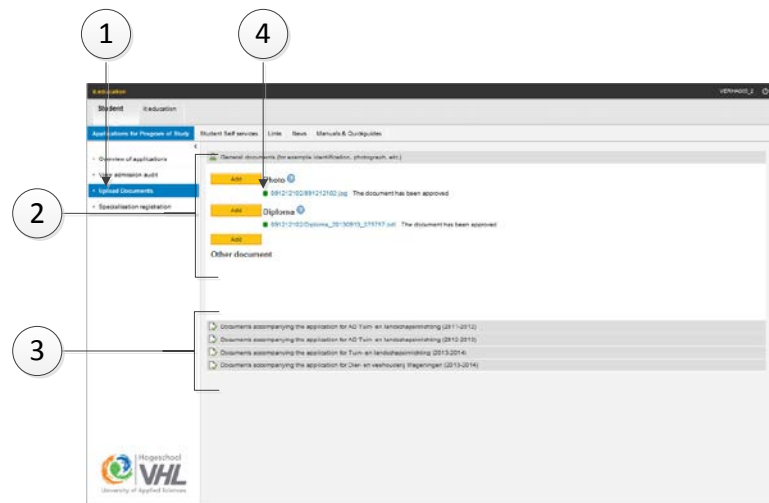
Uploading documents to the SIS is analogous to Step 6: Upload Documents of Applying for Programme(s) of Study.

Conditions for using SIS:

- Student account for the VHL intranet
- Registered/temporarily registered as a student

## Types of documents: general and (required) per degree programme

General documents are documents which are not specific to the degree programme. Examples are a passport photo or a copy of your passport. Required documents, on the other hand, are documents which are important for particular degree programmes within VHL, such as the diploma and transcript of grades from a different degree programme which might entitle you to one or more exemptions.



- ① Click on the *Upload Documents* option. You will see that you can now select and upload documents.

For you as a student from the EU zone, it is important that you upload the following documents with your application:



- Birth certificate,
- Curriculum Vitae,
- Covering letter,
- Letter of recommendation,
- Certificate of language proficiency.

- ② The top drop-down menu is open, showing the categories of general documents.
- ③ The bottom drop-down menus contain options for uploading programme-specific documents. The precise options differ per study programme.
- ④ The coloured icons indicate the status of acceptance by VHL:
  - Red: Declined,
  - Orange: Undecided,
  - Green: Approved.

# SHOWING ADMISSION STATUS

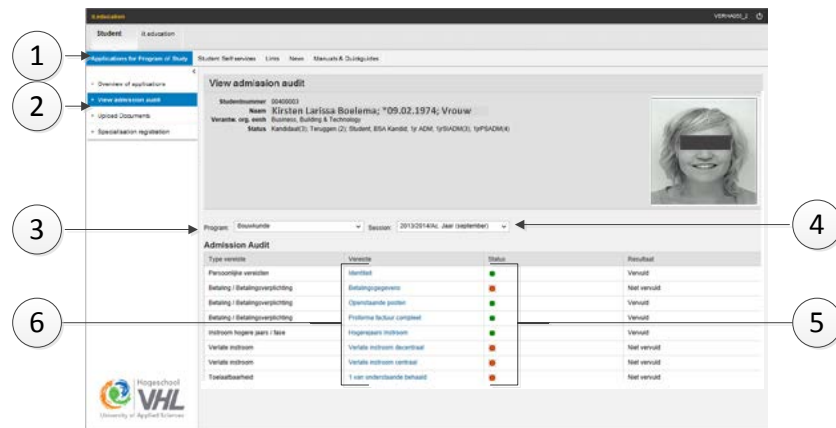
## BRIEF DESCRIPTION

You can collect details about the status of your admission from the SIS.

Conditions for using SIS:

- Student account for the VHL intranet
- Registered/temporarily registered as a student

## View status of admission



- ① Click on the *Applications for Program of Study* button. The left-hand menu bar opens.
- ② Click on the *View Admission Audit* option.



*If you have multiple applications and if you want to view their status, select the correct application and the associated period under **Program** (see steps ② and ③).*

- ③ Click on the button to the right of the *Program* field. A drop-down menu appears. Select the correct application.

- ④ Click on the button to the right of the *Session* field. A drop-down menu appears. Select the appropriate term.
- ⑤ A summary of the admission requirements and the extent to which you fulfil them appears. These are indicated with a red (●; does not meet the requirement) or green (●; meets the requirement) dot.
- ⑥ By clicking on each of the requirements, you can see what you need to do to meet particular requirements and complete your application.

# LOGGING OUT OF THE STUDENT INFORMATION SYSTEM (SIS)

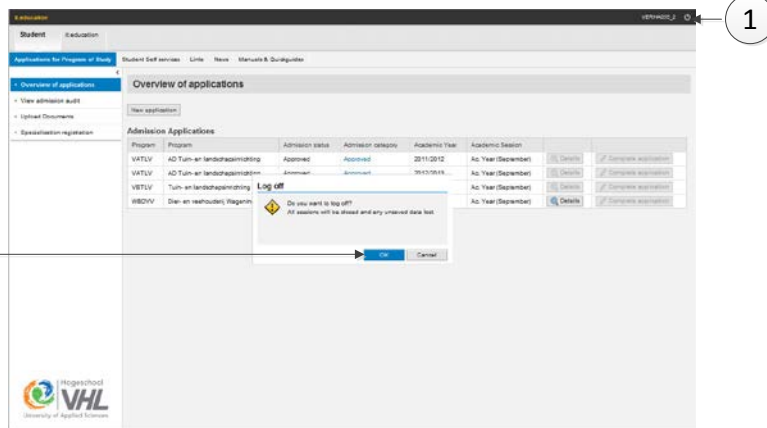
## BRIEF DESCRIPTION

This instruction describes how to log out of the SIS.

Conditions for using SIS:

- Role: students
- Having your own WUR account
- Being registered in SIS.

## Logging out of the SIS



- ① Click on the *Ausloggen* button at the top right of the screen (on the black bar). The *Abmelden* window appears.
- ② Click on the *OK* button. You are now logged out of the SIS.



*If you have been working on a public computer, be sure to log out. That way, you can avoid other people viewing your personal details.*