

Applying at IHS using the online application system.

IHS has developed an online environment where you can apply for a course at IHS. In order to complete this process and successfully apply for a study at IHS, a series of steps need to be followed. Those will be described in detail in this document. In short the application procedure consists of the following steps:

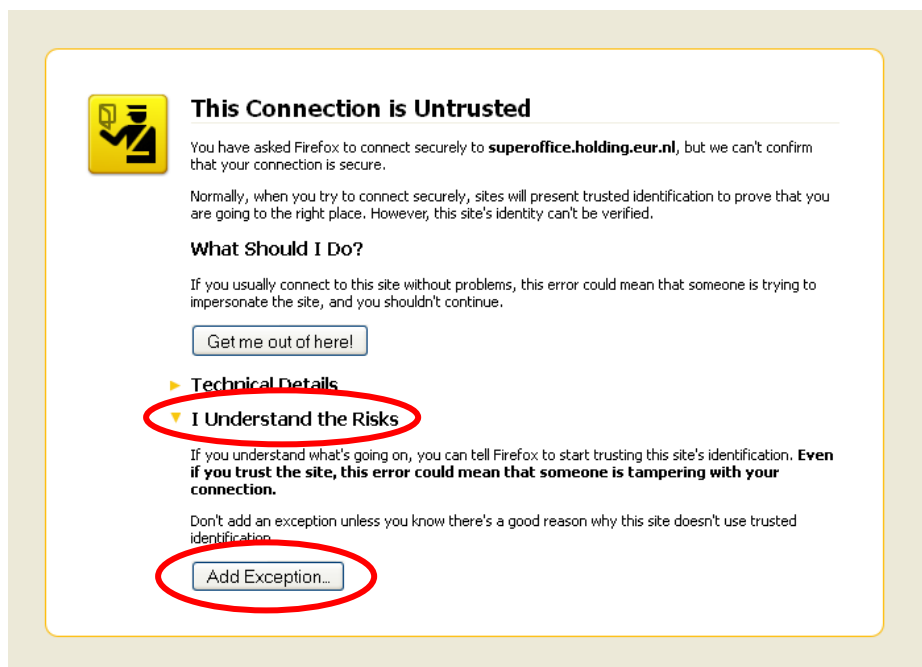
1. Create an user account
2. Log back in to your personal profile
3. Initiate the application procedure
4. Complete the ten-step application procedure
5. IHS confirms your application within five working days

For all steps of the application procedure, you should only use your internetbrowser (Internet Explorer, Firefox, Google Chrome, etc.). In many occasions, the webpages contain more information than is directly visible on your monitor. In all cases **you will need to scroll down** to view the rest of the information. Please be aware that every webpage has buttons that need be clicked to view the next page, all these **buttons are located at the bottom of the page.**

Step 1: Create an user account

Browse to the website <http://www.ihs.nl/login/>

When you first visit this website, you might receive a message regarding the connection (see below). This message relates to the connection to our online application system, which uses a security certificate to encrypt and securely transfer any information you provide in the application system.



To be able to apply online, **the certificate needs to be accepted.**

A login page will show up (see screenshot below).

IHS Online Registration & Application

Enquiries & Applications for Educational Programmes

In order to apply online, update your contact details, download a brochure or request further information, we kindly ask you to use the below login function. This enables us to provide you with better and faster service. Please log in if you already have an account or create a new account.

IHS Alumni

If you are an IHS Alumnus, please use the below login function to update your contact details. Via this tool your information will be updated in our database. Please log in if you already have an account or create a new account.

User name:

Password:

Remember this login for the next time (please do not if this is a public computer!)

[I do not have an account, so create one](#)

(You will be requested to choose your own username and password)

Note: Your personal data will be treated confidentially and used only for the purposes of the IHS Admissions and Alumni Relations Office.


[I forgot my user name and/or password](#)

If you have any problems with this login function, please contact: admission@ihs.nl



Since you don't have an account yet, you should only take notice of this page, but **click the link that says "I do not have an account, so create one"**. This will bring you to the user account registration page.

Create new account

User name:	<input type="text"/>
Password:	<input type="password"/>
Re-type password:	<input type="password"/>
Company:	<input type="text"/>
Department:	<input type="text"/>
Mr./Ms.:	<input type="radio"/> Mr. <input type="radio"/> Ms.
Academic title	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Country:	<input type="text" value="Afghanistan"/>
E-mail address:	<input type="text"/>
Date of birth:	<input type="text" value="-"/> <input type="text" value="-"/> <input type="text" value="-"/>
Where do you know IHS from?	<input type="text" value="Academix"/>
	Other: <input type="text"/>
I would like to receive (e)mailings from IHS:	<input type="radio"/> Yes <input type="radio"/> No
To prevent the creation of accounts by automatic tools, please type code from image:	 <input type="text"/>

[<< Back](#)



On the registration page, **fill in all the available fields**. Copy the characters from the image into the text box located directly below the image in order to prevent the creation of accounts by automatic tools.

Click "save" and your account will be created. You will be returned to the login page where now you can login to the online environment.

Step 2: Log back into your personal profile

If you have just created a new user account, you will be forwarded to the login page automatically.

Else, browse to the website <http://www.ihs.nl/login/>

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User name:

Password:

Remember this login for the next time (please do not if this is a public computer!)

Login

[I do not have an account, so create one](#)

(You will be requested to choose your own username and password)

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[I forgot my user name and/or password](#)

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Enter you username and password and login, you will be forwarded to your personal account page, where you will see basic information you have provided to IHS. Located directly above your account name is a blue bar with six buttons (My account; Request for information; Application; Pending requests; Download brochures and forms; Logoff).

My account

Request for information

Application

Pending requests

Download brochures and forms

Logoff

My account

User name:

Password:

Re-type password:

Mr./Ms.:

Mr. Ms.

Function:

First name

Last name

Home address/PO Box:

Home postcode / city:

Home country:

Netherlands

E-mail address:

Home telephone: (without country code)

Mobile phone: (without country code)

Office name:

Office department:

Office address/PO Box:

Office postcode / city:

Office country:

Netherlands

Office telephone: (without country code)

Office fax: (without country code)

Office e-mailaddress:

Office website:

Preferred address for further correspondence: Office address Person address

Date of birth (d/m/y):

Place of birth

Nationality:

Netherlands

Married:

Yes No

Passport number:

Did you previously attended a course at IHS? Yes No

I would like to receive (e)mailings from IHS: Yes No

Send

All these buttons speak for themselves. **Click on the 'Application' button** to view the application overview page where you should start the application procedure.

Step 3: Initiate the application procedure

The application overview page shows you any application procedure that you have started already, and gives you the option to either continue one of those applications or start a new one. When you are applying online for the first time for a course, **click 'Start new application'**.

You will get a **dialog box** confirming you want to start a new application online, **click 'Ok'**.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Application

Before starting an application (by clicking on the button below), we advise you to read the [application and selection procedures](#).

Please select one of your pending applications to continue what you have saved before or click on the "Start new application".

Course	Saved	Stat
UMD	9-12-2010 13:36:14 Sa	
LMISR	9-12-2010 16:33:58 Sa	

[Start new application >>](#)

The page at <https://superoffice.holding.eur.nl> says:

Are you sure you want to start a new application online? A saved application can be edited through Pending requests.

Step 4: Complete the ten-step application procedure

The first page will show your **personal data**. Most of this data you already provided when making your user account, but please **make sure that all fields contain the correct information**. An important field is located directly above the navigation buttons, and lets you indicate whether you have changed your personal data and these changes need to be processed.

Scroll down to see the various **navigation buttons (next; save; delete)**. These buttons appear on every webpage of the online application process, and will resp. do the following: take you to the next page; save the entire application (e.g. for later editing); delete the entire application.

Click 'Next'.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Online application

Step 1: Personal Data

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Personal Data

[Next >](#) [Save](#) [Delete](#)

The second page let's you **select the course and specialization** that you are applying for. You will also need to indicate for which **academic year** you are applying.

Click 'Next'.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Online application

Step 2: Program

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Program

The third page should be used to provide us your **educational background**. For each educational institute that you obtained an academic degree from, add this study to your educational background by **clicking the 'add' link under question 2a**. Likewise, list any course you attended at a Dutch institution under question 2c. Also inform us of your English language proficiency (TOEFL and/or IELTS score).

Click 'Next'.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Online application

Step 3: Education

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Education

1. Highest qualification

- PhD degree Master degree
 Bachelor degree College degree
 Other:

2a. Please list undergraduate and graduate institutions from which you received an academic degree (most recent first).
Also include course(s) attended at IHS, if applicable.

None
[Add](#)

2b. Did you receive an NFP Fellowship?

- Yes No

2c. If yes, please list the name and course attended at the Dutch institution

[< Back](#) [Next >](#) [Save](#) [Delete](#)

The fourth page describes your **professional qualification**. Please provide us your career history by **clicking the 'add' link under question 1** to indicate previous employers. Under question 2 state your **current employer**, and share some details of the organization.

Click 'Next'.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Online application

Step 4: Professional Qualification

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Professional Qualification

1. Career history (full-time position)

None
[Add](#)

2. Present position

Present position:
Name of present company/organisation:
Starting date in present position (dd-mm-yyyy):

3a. Type of organisation you are working in

3b. How many employees does your organisation have?

- 0 - 50
 51 - 100

The fifth page indicates that you will need to **upload a motivational** letter at the end of the application procedure. This will be explained later on in this manual.

Click 'Next'.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Online application

Step 5: Motivation

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Motivation

What are your present career intentions? In what specific ways should this course help you fulfil these intentions?
Please attach your motivation as a document (see page "attach documents" at the end of this application)

[< Back](#) [Next >](#) [Save](#) [Delete](#)

The sixth page should be used to indicate in what way you intend to cover the **costs related to your study at IHS**. Fill in all the fields as detailed as possible.

Click 'Next'.

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Online application

Step 6: Preparation

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Preparation

[< Back](#) [Next >](#) [Save](#) [Delete](#)

The seventh page lets you indicate **how you found out about IHS**, and whether you have studied at IHS before.

Click 'Next'.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Online application

Step 7: Additional Information

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Additional Information

[< Back](#) [Next >](#) [Save](#) [Delete](#)

The eighth page should be used to list two people that you consider being **references related to your professional and/or educational background**. If you attach a reference letter, please use the tickbox 'I'll attach a reference letter at step 9'.

Click 'Next'.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Online application

Step 8: References

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

References

Please list below the names and addresses of two people you knew/know, in a working or academic environment, who you believe will be able to advise us of your intellectual and managerial abilities or attach a reference letter at step 9.

I'll attach a reference letter at step 9

Referee 1:

The ninth page should be used to **upload all required documents** (Motivation letter, Picture, Copy Diploma, Copy Transcript) in order to complete your application. For every document that you upload, follow this procedure:

- Browse your computer for the applicable file (**only documents and/or images are allowed**, no compressed files, ZIP files, etc.)
- Tick the corresponding tickbox (**make sure that only one tickbox is ticked**)
- **Click 'Attach document'** to upload the file, which will then show up on the webpage as a blue link
- **Continue with uploading the next file**, until all required files are visible on the webpage

Click 'Next'.

My account Request for information Application Pending requests Download brochures and forms Logoff

Online application

Step 9: Attach documents

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Attach documents

Attach the following documents here or [send them to us by fax or post](#). In case you attach them here, make sure to do so one at a time, by clicking the box of the item you are going to attach, then browse your PC for the document and attach it. Then unselect the box of the previous item, tick a new box and attach that item. And so and so forth.

File (max. 4mb):

This document contains the following:

- Copy diploma
- Copy passport
- Copy transcript
- Curriculum vitae
- Employer statement and endorsement
- English language test result
- Letter of reference
- Motivation letter
- Picture

Attached documents:

The tenth page should be used to indicate that you have filled in the application correctly and honestly, and that **you have read and agree with the terms and conditions as described in the 'Application and Selection Procedure' document**. This document is available on the IHS website: <https://superoffice.holding.eur.nl/SuperOfficeModules/webforms/appnotes.aspx>

Enter your full name, the date when, and the city where you confirm your application.

Click 'Save' to save your application and review it.

Click 'Send' to complete the application process by sending your application to IHS.

[My account](#) [Request for information](#) [Application](#) [Pending requests](#) [Download brochures and forms](#) [Logoff](#)

Online application

Step 10: Confirmation

Click on the "save button" to save all data. Through 'Pending requests' you can resume this application. IHS will not process this application unless you finish it (pressing the send button at the last page).

Confirmation

I request to enter my name as a candidate for the course. The information supplied by me is complete and accurate to the best of my knowledge.

The institute reserves the right to withdraw an offer of admission if candidates fail to satisfy all requirements or if it is determined that admission was obtained through the use of falsified, altered or embellished information. The institute is entitled to contact your employer and/or university for references. The institute reserves the right to cancel a course in case there are not enough participants or due to any other unforeseen circumstances.

Full name:

Date (dd-mm-yyyy):

City:

Upon receiving your application, IHS will respond to you by email within ten working days.