

## *How to apply? |*

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**When you apply online, you are requested to include several documents. It is recommended to have all documents ready before you start the online registration.**

### **Application Procedure Hotelschool the Hague**

In order to apply for Hotelschool the Hague you first need to submit your [Studielink](#) application. After registering in [Studielink](#) you will immediately receive an automatic response from Hotelschool the Hague including a direct link to our application form.

**Please carefully check your junk email if this is not the case and please carefully read the instructions below.**

### **Step 1: Registration in Studielink**

In order to submit your application you need to register via [Studielink](#) first. This is the national information system for Dutch universities of applied sciences (Hogescholen), research universities, and the Education Executive Agency (Dienst Uitvoering Onderwijs). You can access [Studielink](#) 24 hours a day and seven days a week to enroll or to cancel your enrolment. *Please do not forget to cancel your enrolment in case you are no longer interested in applying for Hotelschool the Hague.*

#### **How to register in Studielink?**

##### **1. Log in to [Studielink](#) and create/log in to your account.**

*If you are a resident of the Netherlands:*

Log in with your personal DigiD code. If you do not yet have a DigiD code, you can request one at [DigiD](#). Kindly note that it can take up to **5 working days** before your DigiD request has been processed.

*If you are not resident in the Netherlands:*

Request a user name and password via [Studielink](#).

##### **2. Submit an enrolment request**

Select "New enrolment request" and follow the instructions given.

##### **3. After submitting your enrolment request**

Hotelschool the Hague will receive your Studielink registration automatically and will start processing it. You should immediately receive an email from Hotelschool the Hague including a direct link to the registration form in our system called OSIRIS. Please submit your application at your earliest convenience. Completing the online application form will take you about 45 minutes.

#### **Do you have any further questions regarding Studielink?**

**Please refer to the [Studielink Q&A section](#).**

### **Step 2: Complete the application form of Hotelschool the Hague**

**Please make sure all documents are...**

- *in English*
- *in PDF*
- *original and official*

#### **Required documents are:**

1. A copy of your passport or European ID card: for international applicants ONLY
2. A copy of your diplomas and most recent final grade lists. If you have not yet obtained your diploma we require an official copy of your most recent grade list or school report. (We only accept official documents provided by your school)

3. Contact details of your school and student counselor (if available).
4. Motivation letter (maximum 2 A4 pages) and resume in English. Reference letters from former employers (if applicable)

**Dutch applicants:**

5. A copy of your proof of enrolment for an Economics / M&O course or certificate, if applicable (Dutch applicants with a HAVO C&M diploma without Economics or M&O).
6. A copy of your proof of enrolment for a language course or certificate, if applicable (Dutch applicants with a HAVO/VWO or MBO-4 diploma without a second foreign language).

**International applicants:**

7. A copy of your TOEFL, TOEIC, IELTS or Cambridge test results, if applicable. (International applicants who have not followed at least two years full time education with English as the language of instruction in the preceding three calendar years).
8. Grade lists/diplomas need to be provided in the original language. An official English translation needs to be added in case the original language is other than Dutch, German or French.

**Cancellation Policy:**

If you cannot attend the selection day, please let us know as soon as possible via e-mail ([admissions@hotelschool.nl](mailto:admissions@hotelschool.nl)), preferably at least one week prior to the selection day. You are kindly requested to also state the reason why you are unable to attend.

**Important information:**

- Completing the online application form will take about 45 minutes
- After creating your account in Studielink the link to the application form will be send in an e-mail. Do not forget to carefully complete the form in order to complete your application for Hotelschool the Hague. Kindly note that your application is only valid if we received your Studielink registration together with your completed application form including all documents.
- If you do not receive the e-mail, please ensure you check your junk mail.
- We aim to review your application within **3 to 4 weeks** after the submission. You will receive an automatic email once your application has been processed.
- Please do not forget to cancel your enrolment in Studielink in case you are no longer interested in applying for Hotelschool the Hague.
- More questions regarding Studielink? Please refer to the [Studielink Q&A section](#).