Manual for your application of the MHPE programme via MyUM

Students who want to start the MHPE programme in May 2019, have to apply before April 1st 2019. Before applying, you first need to register with Maastricht University via MyUM Portal in order to receive a user ID number and a password.
In case you have been a student at Maastricht University before, you can skip step 1 and proceed with step 2 since you already have a registration at the University.

For questions regarding your registration or application, you can contact the MHPE office via mhpe@maastrichtuniversity.nl

1. Registration with Maastricht University

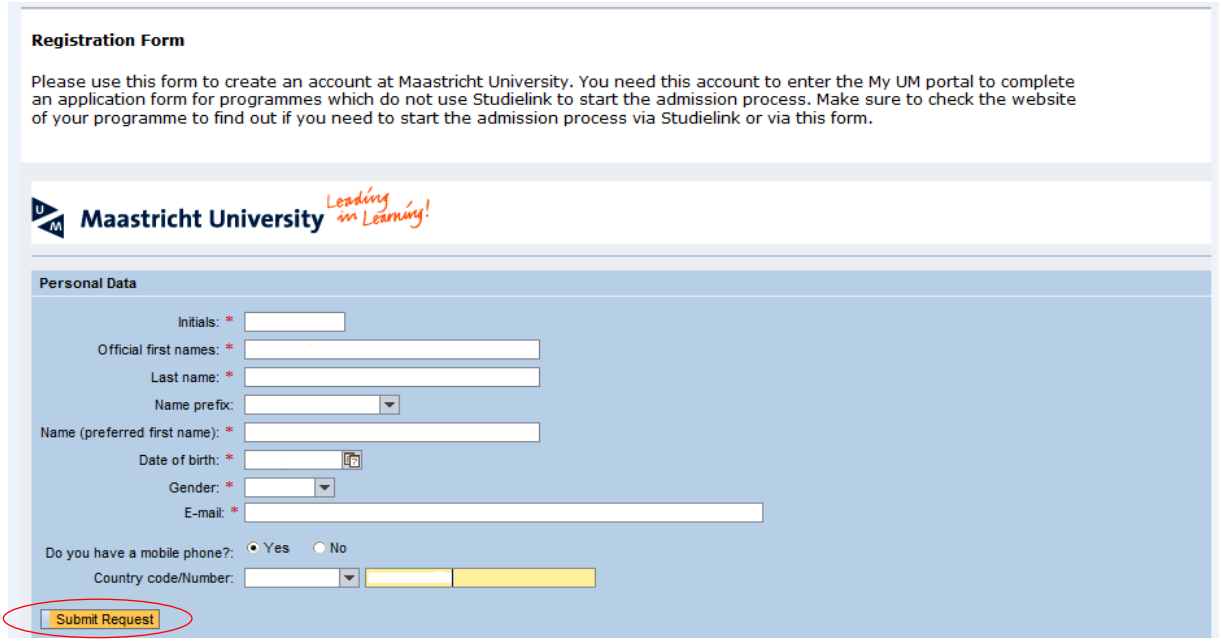
Go to: http://myum.unimaas.nl/anonymous

Fill in your personal data (such as name and last name) correctly.

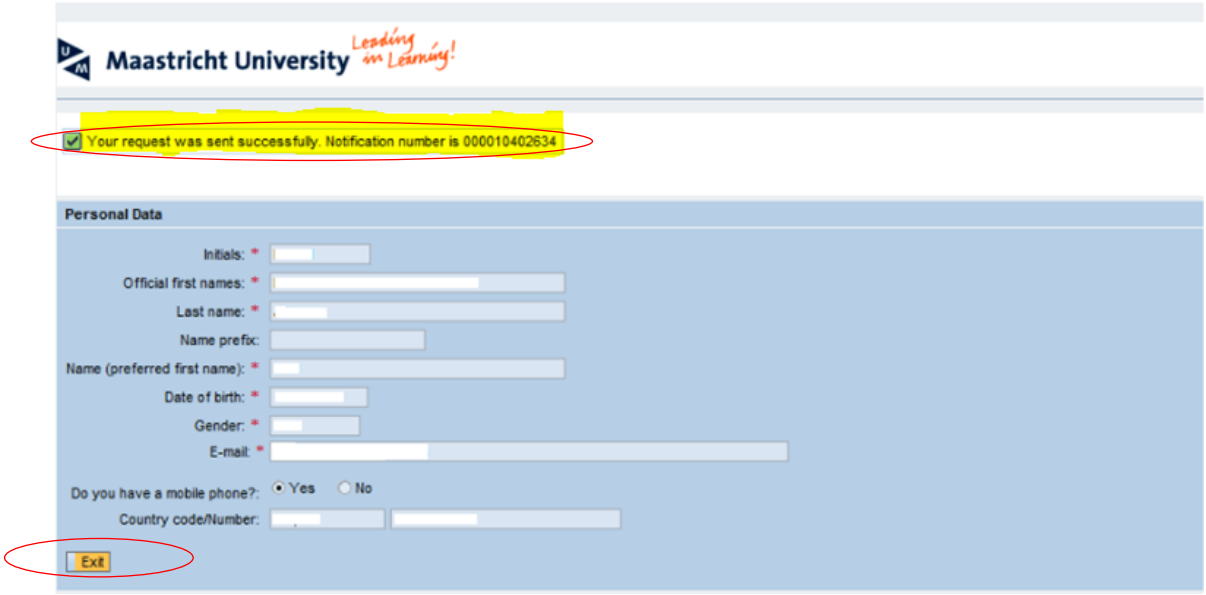
Initials (fill in your initials without the dots, e.g. EJM and not E.J.M.)
Last name
Name
Official first names: all of your first names as stated in your passport

Note: Do not enter your name in capitals, only the first letters of your names
E.g. Wrong: ELIZABETH JOHANNA MARIA EDWARDS
Correct: Elizabeth Johanna Maria Edwards

All fields with an asterisk (*) are obligatory to fill in.
If you have filled in all the requested fields, you click on the yellow "Submit Request" button on the left side of the page.



If the form is filled in correctly and submitted, the following pop-up will appear:



Click on "Exit" to close the window.

Within 8 hours you will receive an email. This email contains information about your user ID number, password and a link to the MyUM Portal. If you have not received an email within 8 hours, check your spam-box.

Note: Your user ID number and password are only valid for 7 days. Therefore, it is very important that you apply for the Master of Health Professions Education within this period.

2. Application for MHPE

The application consists of 5 steps and uploading some required documents:

- Step 1: Select the faculty and the programme
- Step 2: Personal data
- Step 3: Address data
- Step 4: Communication details and additional information
- Step 5: Review of the information
- Uploading required documents*

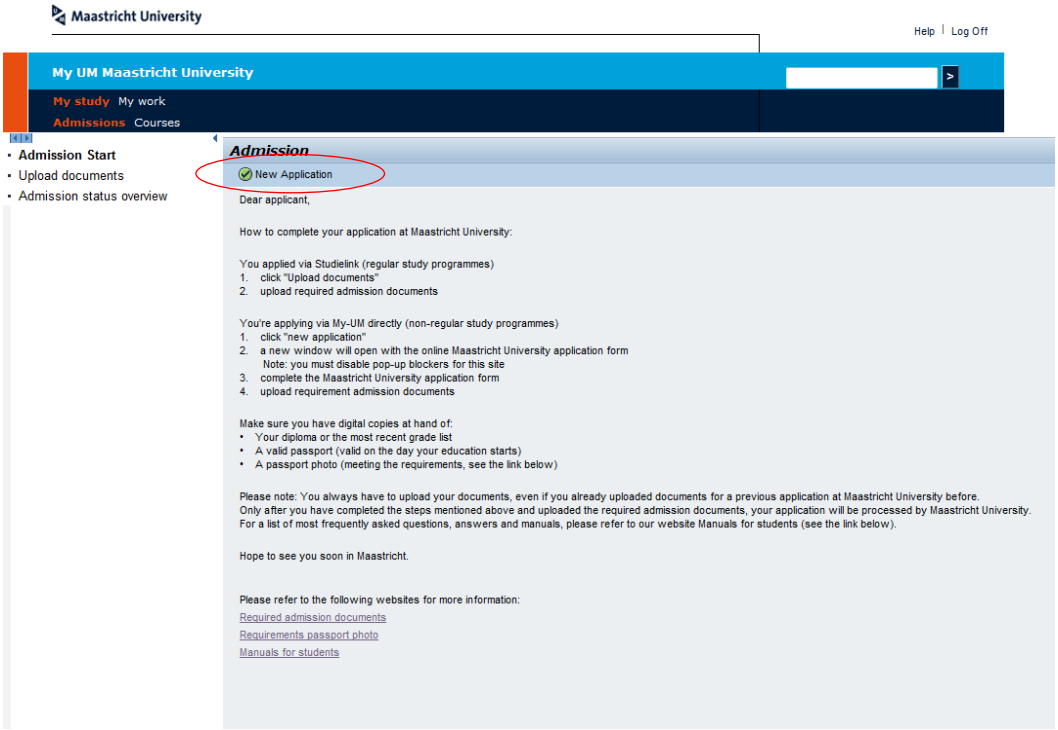
In case you want to change information regarding your application, do not fill in a new form but contact the MHPE office via mhpe@maastrichtuniversity.nl

**The following documents are required: passport picture, copy of your passport, certified copy of your diplomas, motivation letter, financial statement, IELTS/TOEFL/ Proof of sufficiency in English and the completed application form which can be found on the website: https://she.mumc.maastrichtuniversity.nl/mhpe-admissions-and-application-procedure*

Make sure that you have a digital copy of these documents on your computer before you start with the application via MyUM Portal.

Go to MyUM Portal via the following link: http://myum.unimaas.nl
Log in with your user ID number and password. **Do not forget to put the "i" in front of your user ID number.**

When you are logged in, you click on "Admissions" and choose for "Admission Start" in the left navigation bar. You will see the following screen. You can ignore the text on the screen and proceed by clicking on the button "New Application".

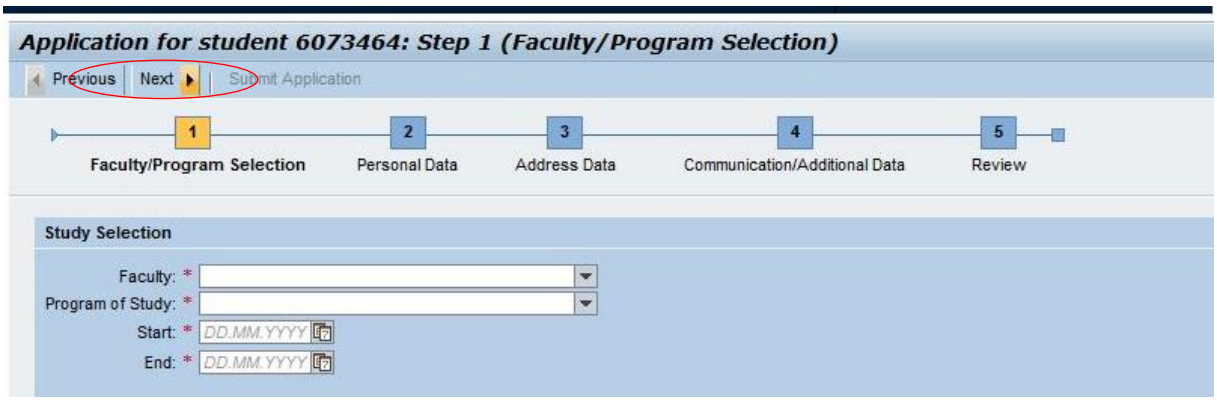


You will now proceed with the first step of your application.
Note: all fields with an asterisk (*) are obligatory to fill in.

Step 1: Select the faculty and the programme

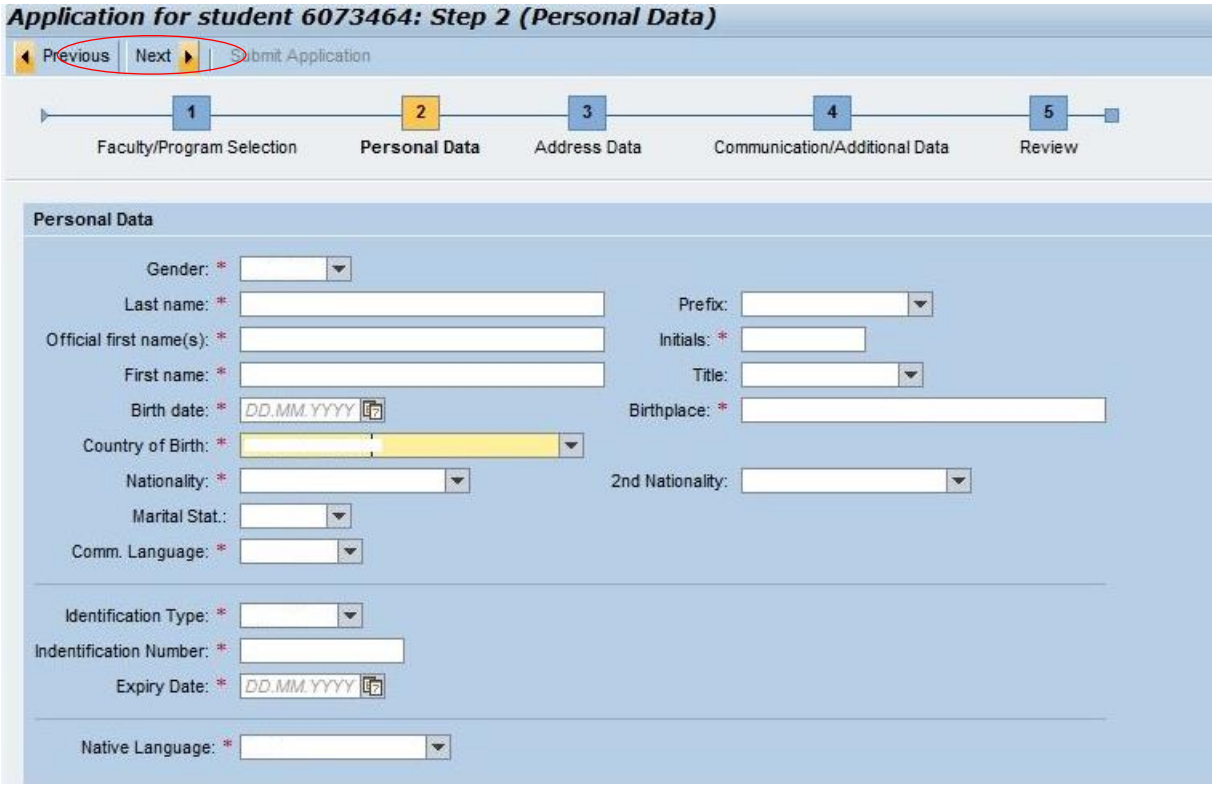
In the screen that appears, you have to fill in the following details:

Faculty: Faculty of Health, Medicine and Life Sciences
Programme of study: FHML/g: Master of Health Prof Educ
Start: 01.05.2019
End: 31.08.2021



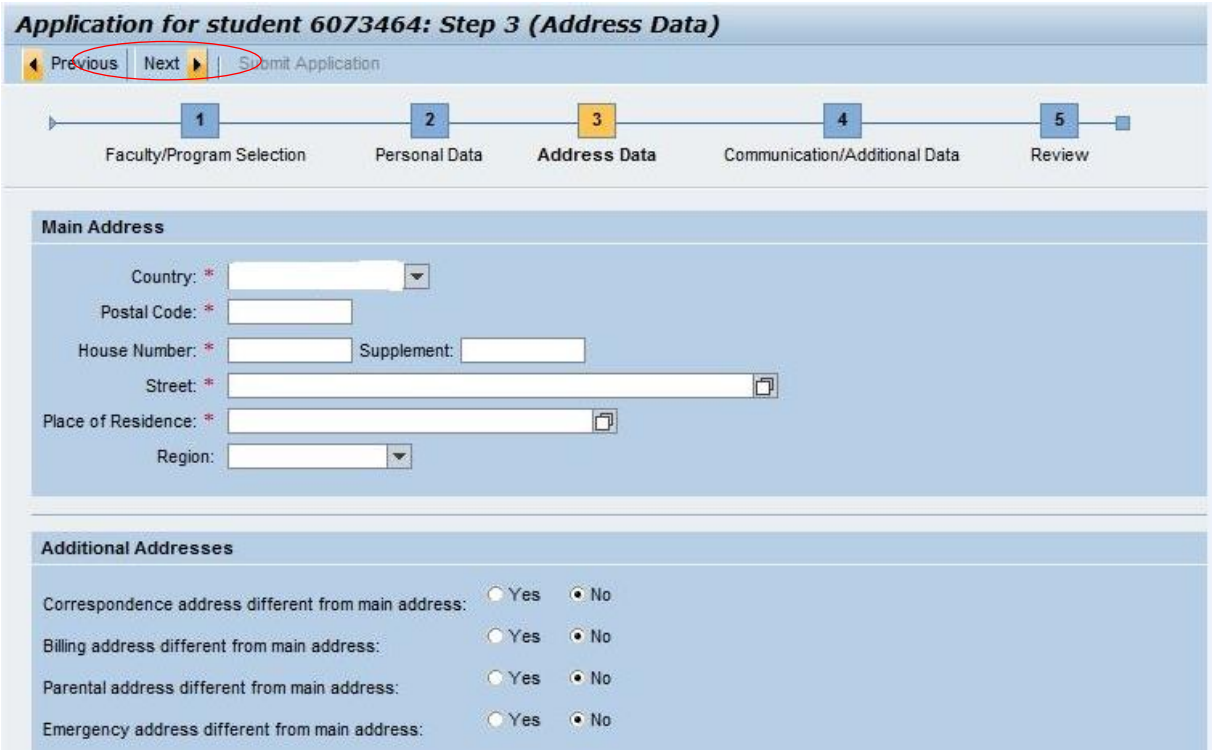
After you have filled in all the details, you click "Next" to go to step 2.

Step 2: Personal data



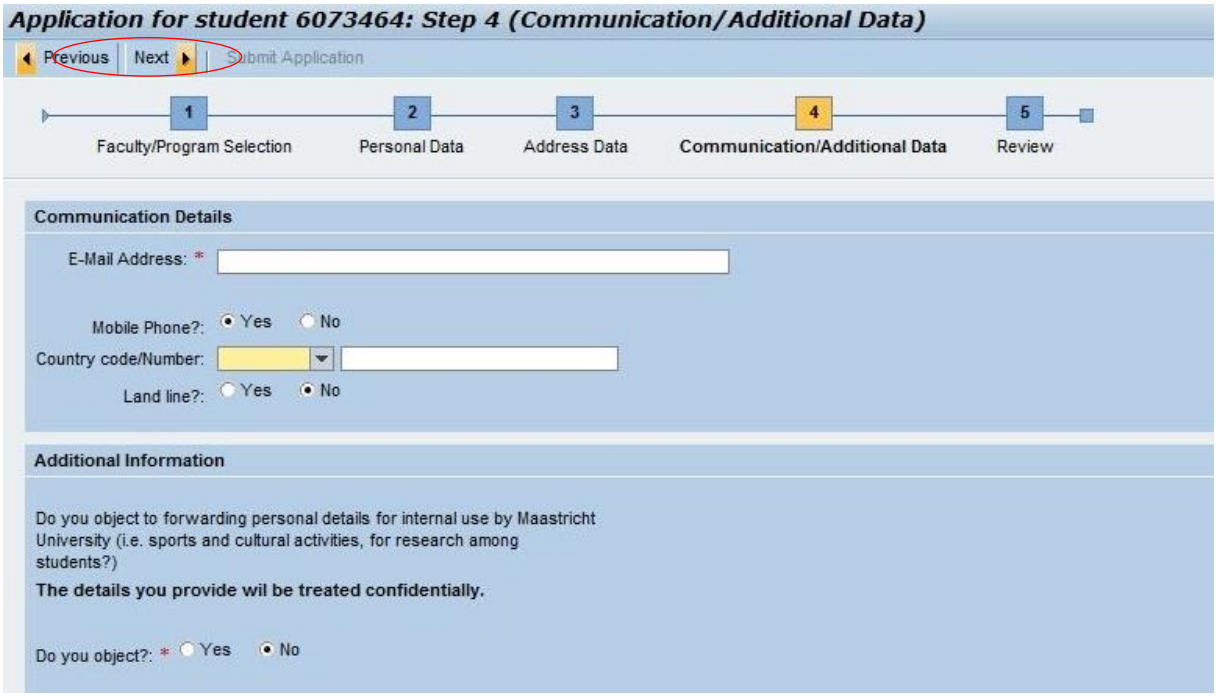
Fill in all the details of the personal data and click "Next" to go to step 3.

Step 3: Address data



Fill in all the details of the personal data and click "Next" to go to step 4. When you have no Postal Code, you have to fill in: 0000 AA (when a pop-up appears that the code is incorrect, you have to fill in as many numbers (0) and letters (A) as the pop-up says).

Step 4: Communication and additional information

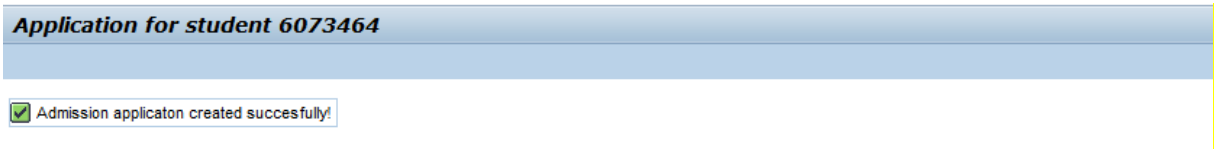


Fill in all the details of the communication & additional information and click "Next" to go to step 5.

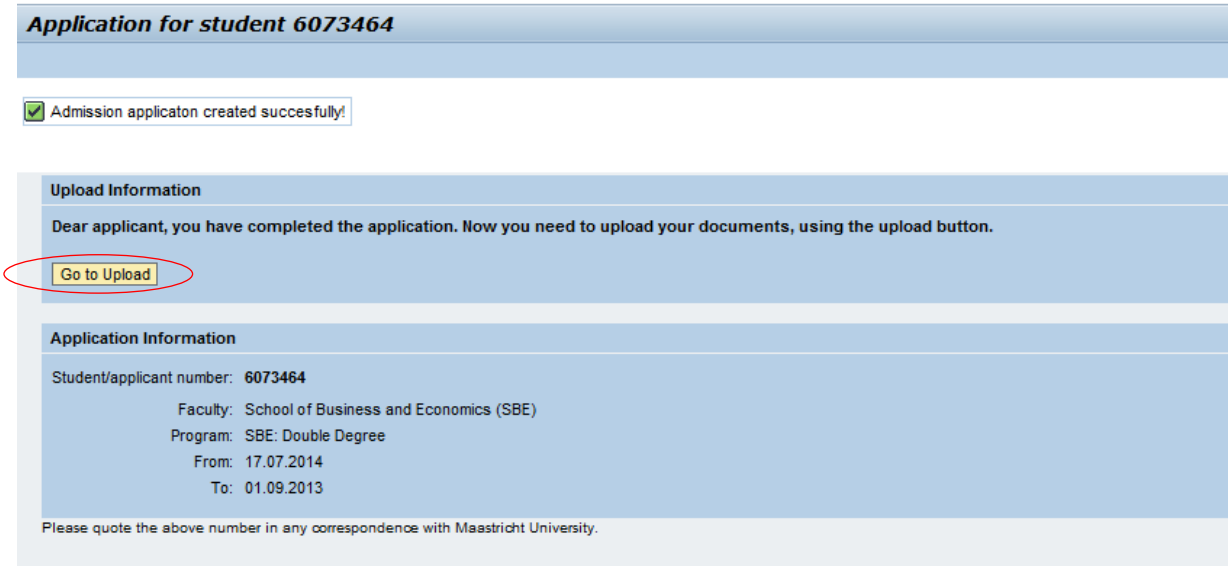
Step 5: Review of the information

In this step you can check for the last time whether you have applied for the correct programme and period.

When the programme and period are correct, you have to click "Submit Application" (at the top of the screen). You will receive the following message:



Click on 'Go to Upload' to proceed with uploading the required documents.



Uploading required documents

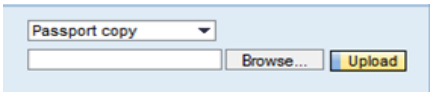
You have to upload the following documents in order to complete your application for the MHPE programme:

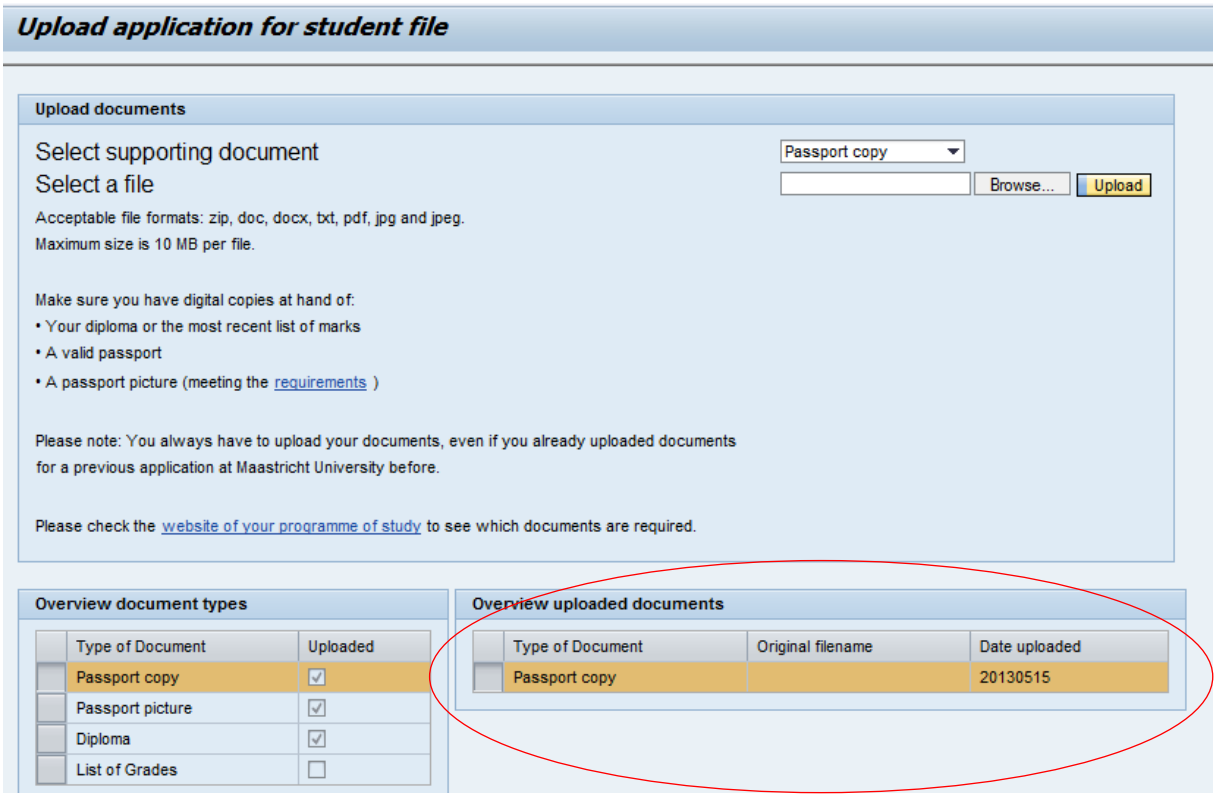
- Copy of your passport
- Passport picture
- Diploma
- Motivation letter
- IELTS / TOEFL
- Other:
    - Application form
    - Financial statement
    - In case of exemption: Proof of "sufficiency" in English

Important: We cannot consider your application for the MHPE programme if you have not uploaded all of the required documents.

Select which document you want to upload first, for example copy of your passport. Then you click on "Browse" to search for the document on your computer and select that document. Now click on the button "Upload".

Select supporting document
Select a file





When the document is successfully uploaded, you will see the document appear in the "overview uploaded documents".

Repeat these steps until you have uploaded all the required documents. When you have uploaded everything, you can close the window. You do not have to submit or save the uploaded documents. You do not receive a confirmation of the uploaded documents, but you will return to the application form. You have now finished your application and you can log out.

<u>Requirements regarding the documents you have to upload:</u>

Copy of passport
Make sure that the number of the passport, your name, date of birth and place of birth are clearly visible. Also the expiry date of your passport must be visible and your passport may not be expired.

Passport picture
Your photo will be used for your student file and your UM-card (student card). Your photo must have the following specifications:
Format: JPEG / JPG
Size: 40 x 30 mm

If your passport picture does not meet the specifications above, we cannot approve your application.

Diploma
The copy of your diploma needs to be signed and certified by the institution of your previous education.