

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.

Registration Form

Please use this form to create an account at Maastricht University. You need this account to enter the My UM portal to complete an application form for programmes which do not use Studielink to start the admission process. Make sure to check the website of your programme to find out if you need to start the admission process via Studielink or via this form.



Personal Data

Initials: *

Official first names: *

Last name: *

Name prefix:

Name (preferred first name): *

Date of birth: *

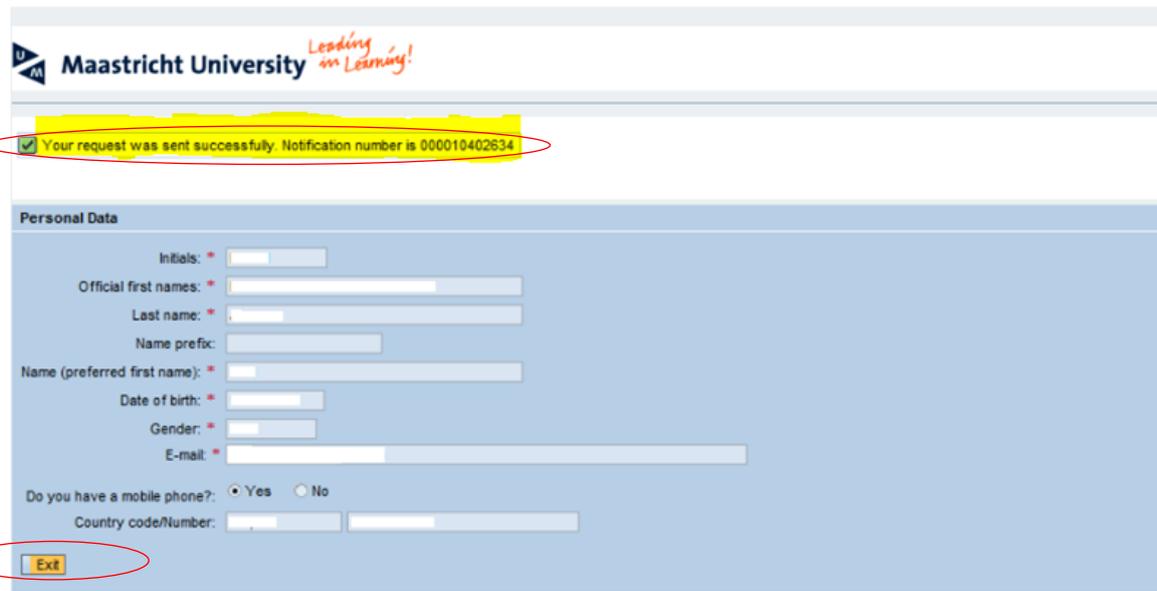
Gender: *

E-mail: *

Do you have a mobile phone?: Yes No

Country code/Number:

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



The screenshot shows a Maastricht University pop-up window. At the top left is the Maastricht University logo with the tagline "Leading in Learning!". Below the logo, a green checkmark icon is followed by the text: "Your request was sent successfully. Notification number is 000010402634". Below this message is a form titled "Personal Data" with the following fields: "Initials: *", "Official first names: *", "Last name: *", "Name prefix:", "Name (preferred first name): *", "Date of birth: *", "Gender: *", "E-mail: *", "Do you have a mobile phone?: Yes No", and "Country code/number:". At the bottom left of the form is a yellow "Exit" button.

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

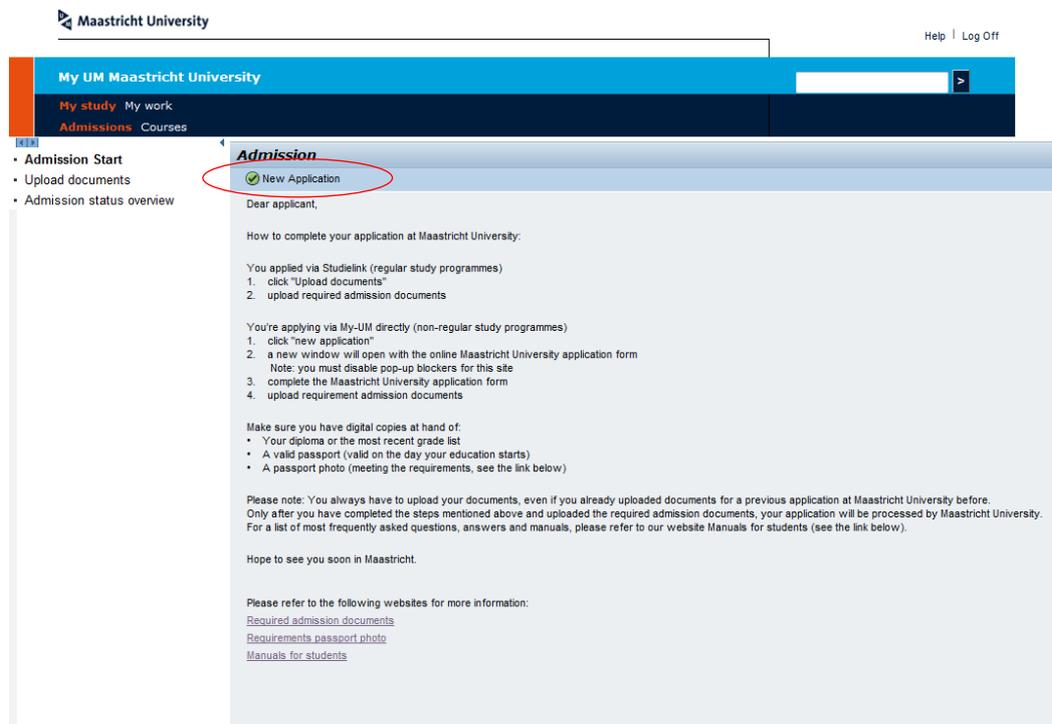
**The following documents are required: passport picture, copy of your passport, certified copy of your diplomas, motivation letter, financial statement, IELTS/TOEFL/ Proof of sufficiency in English and the completed application form which can be found on the website: <https://she.mumc.maastrichtuniversity.nl/mhpe-admissions-and-application-procedure>*

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".



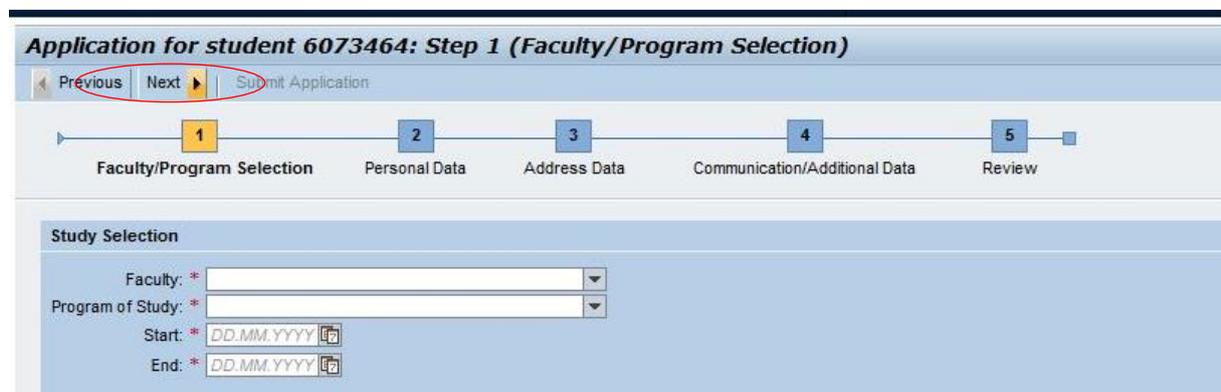
You will now proceed with the first step of your application.

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

Application for student 6073464: Step 2 (Personal Data)

◀ Previous | Next ▶ | Submit Application

1 Faculty/Program Selection | 2 Personal Data | 3 Address Data | 4 Communication/Additional Data | 5 Review

Personal Data

Gender: *

Last name: * Prefix:

Official first name(s): * Initials: *

First name: * Title:

Birth date: * Birthplace: *

Country of Birth: *

Nationality: * 2nd Nationality:

Marital Stat.:

Comm. Language: *

Identification Type: *

Identification Number: *

Expiry Date: *

Native Language: *

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

Step 3: Address data

Application for student 6073464: Step 3 (Address Data)

◀ Previous | Next ▶ | Submit Application

1 Faculty/Program Selection | 2 Personal Data | 3 Address Data | 4 Communication/Additional Data | 5 Review

Main Address

Country: *

Postal Code: *

House Number: * Supplement:

Street: *

Place of Residence: *

Region:

Additional Addresses

Correspondence address different from main address: Yes No

Billing address different from main address: Yes No

Parental address different from main address: Yes No

Emergency address different from main address: Yes No

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

Application for student 6073464: Step 4 (Communication/Additional Data)

Navigation: Previous, Next, Submit Application

Progress: 1 Faculty/Program Selection, 2 Personal Data, 3 Address Data, 4 Communication/Additional Data, 5 Review

Communication Details

E-Mail Address: *

Mobile Phone?: Yes No

Country code/Number:

Land line?: Yes No

Additional Information

Do you object to forwarding personal details for internal use by Maastricht University (i.e. sports and cultural activities, for research among students?)
The details you provide will be treated confidentially.

Do you object?: * Yes No

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.

Application for student 6073464: Step 5 (Review)

Navigation: Previous, Next, Submit Application

Progress: 1 Faculty/Program Selection, 2 Personal Data, 3 Address Data, 4 Communication/Additional Data, 5 Review

Review your selection and submit your choices

Faculty: School of Business and Economics (SBE)
Program: SBE: Exchange Students
From: 01.09.2013
To: 15.07.2014

Click on the button "Submit Application" above to send your admission to Maastricht University.

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:

Application for student 6073464

Admission applicaton created succesfully!

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

Application for student 6073464

✔ Admission application created successfully!

Upload Information

Dear applicant, you have completed the application. Now you need to upload your documents, using the upload button.

[Go to Upload](#)

Application Information

Student/applicant number: **6073464**

Faculty: School of Business and Economics (SBE)

Program: SBE: Double Degree

From: 17.07.2014

To: 01.09.2013

Please quote the above number in any correspondence with Maastricht University.

Uploading required documents

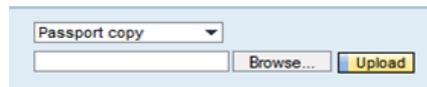
You have to upload the following documents in order to complete your application for the MHPE programme:

- 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



Passport copy
Browse... Upload

Upload application for student file

Upload documents

Select supporting document Passport copy

Select a file

Acceptable file formats: zip, doc, docx, txt, pdf, jpg and jpeg.
Maximum size is 10 MB per file.

Make sure you have digital copies at hand of:

- Your diploma or the most recent list of marks
- A valid passport
- A passport picture (meeting the [requirements](#))

Please note: You always have to upload your documents, even if you already uploaded documents for a previous application at Maastricht University before.

Please check the [website of your programme of study](#) to see which documents are required.

Overview document types

Type of Document	Uploaded
Passport copy	<input checked="" type="checkbox"/>
Passport picture	<input checked="" type="checkbox"/>
Diploma	<input checked="" type="checkbox"/>
List of Grades	<input type="checkbox"/>

Overview uploaded documents

Type of Document	Original filename	Date uploaded
Passport copy		20130515

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.

Requirements regarding the documents you have to upload:

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.