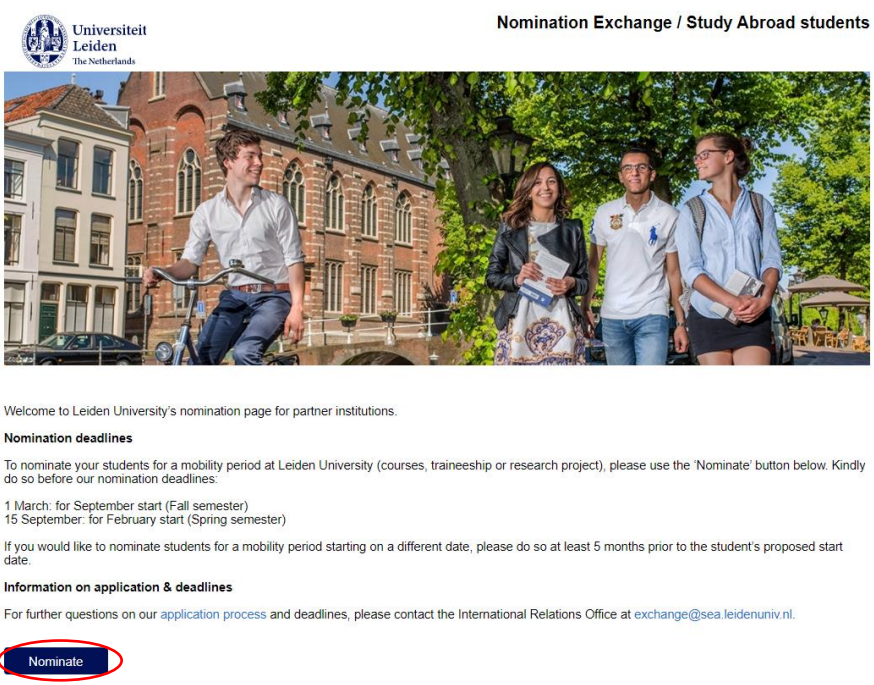


## Leiden University Nomination Instructions

Steps to complete nomination:

1. Visit our [nomination page](#), and click the Nominate button.



Universiteit Leiden  
The Netherlands

Nomination Exchange / Study Abroad students

Welcome to Leiden University's nomination page for partner institutions.

**Nomination deadlines**

To nominate your students for a mobility period at Leiden University (courses, traineeship or research project), please use the 'Nominate' button below. Kindly do so before our nomination deadlines:

1 March: for September start (Fall semester)  
15 September: for February start (Spring semester)

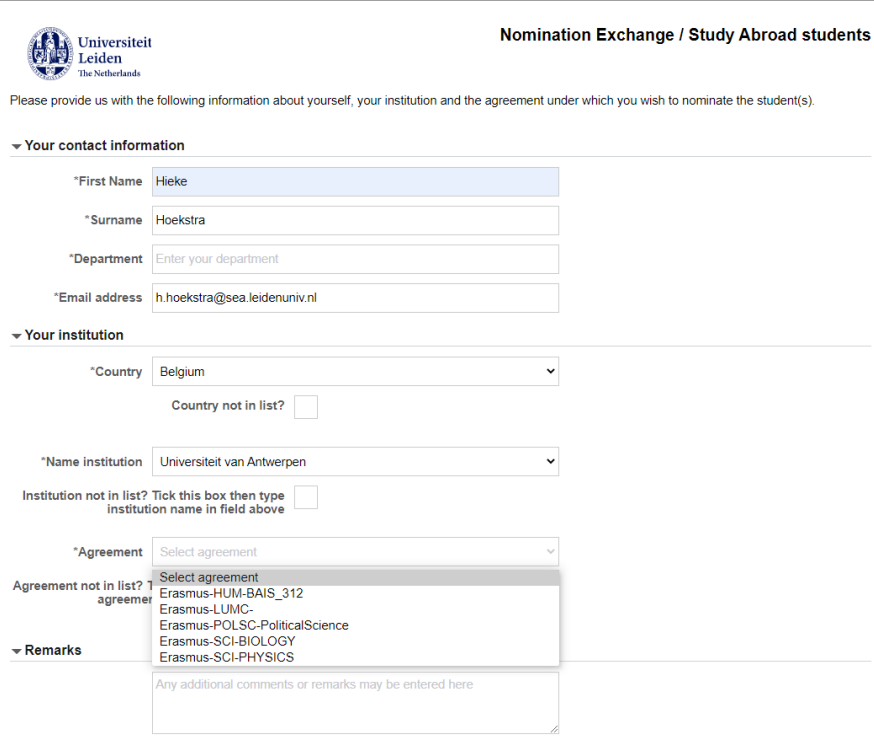
If you would like to nominate students for a mobility period starting on a different date, please do so at least 5 months prior to the student's proposed start date.

**Information on application & deadlines**

For further questions on our [application process](#) and deadlines, please contact the International Relations Office at [exchange@sea.leidenuniv.nl](mailto:exchange@sea.leidenuniv.nl).

Nominate

2. Complete your contact information and institution details, then select the agreement via which you are nominating your students.  
You can select the relevant agreement from the drop-down menu.



Universiteit Leiden  
The Netherlands

Nomination Exchange / Study Abroad students

Please provide us with the following information about yourself, your institution and the agreement under which you wish to nominate the student(s).

▼ Your contact information

\*First Name

\*Surname

\*Department

\*Email address

▼ Your institution

\*Country

Country not in list?

\*Name institution

Institution not in list? Tick this box then type institution name in field above

\*Agreement

Agreement not in list? Tick this box then type agreement

Select agreement  
Erasmus-HUM-BAIS\_312  
Erasmus-LUMC-  
Erasmus-POLSC-PoliticalScience  
Erasmus-SCI-BIOLOGY  
Erasmus-SCI-PHYSICS

▼ Remarks

Each agreement has a reference code that allows you to find the right one in case your institution has more than one agreement with us. The agreements are referenced by *type of agreement* (e.g. Bilateral exchange or Erasmus) and by *faculty or institute*. For example:

- ‘Bilateral – HUM’ or ‘Erasmus – SCI’

For university-wide agreements, the abbreviation ‘LEI’ is used, e.g. ‘Bilateral – LEI’.

The abbreviations for the different faculties/institutes are as follows:

LEI	University wide agreement
ARCH	Faculty of Archaeology
CADS	Institute of Cultural Anthropology and Development Sociology
EDUC	Institute of Education and Child Studies
FGGA	Faculty of Governance and Global Affairs
HUM	Faculty of Humanities
ICLON	Leiden University Graduate School of Teaching
LAW	Leiden Law School
LUMC	Leiden University Medical Centre
POLSC	Institute of Political Science
PSY	Institute of Psychology
SCI	Faculty of Science

If you have more than one agreement with a particular faculty/institute, an additional label has been added to differentiate between the agreements. For example:

- ‘Erasmus – SCI – Physics’ OR ‘Erasmus – SCI – Biology’:

The image shows a screenshot of a web form. On the left, there is a label '\*Agreement' and a dropdown menu with the text 'Select agreement'. Below this, there is a label 'Agreement not in list? 1 agreemer' and a 'Remarks' section with a downward arrow. The dropdown menu is open, displaying a list of options: 'Select agreement', 'Erasmus-HUM-BAIS\_312', 'Erasmus-LUMC-', 'Erasmus-POLSC-PoliticalScience', 'Erasmus-SCI-BIOLOGY', and 'Erasmus-SCI-PHYSICS'.

After selecting your agreement, click on ‘To student entry’ at the bottom of the page.

### 3. Complete the following sections for each student:

- Personal details
- Proposed mobility
  - Under Activity, please make sure to indicate the right activity according to our agreement. The options are taught courses, a combination of courses&research/traineeship or only research or traineeship. This is an important step as it will determine the type of data requested from the student when they apply.
- Current Education
- Remarks
- Scholarships
  - Indicate whether you are nominating the student for a scholarship managed by Leiden University (for example Erasmus+ ICM or a scholarship that is part of our exchange agreement).

If nominating more than one student, click on 'Add student'.

Once all students have been entered, click 'To submit'

### Student nomination

Please enter the required information for each student.  
To nominate more than one student use the 'Add student' button at the top or bottom of the page.  
Once you have entered all students use the 'to Submit' button to complete the nomination (s).

**Garçia, João - Universidade de São Paulo - Bilateral-BR SAOPAULO02-LAW-Int. Tax Law**

Add student Delete student [Click here for summary of students entered](#) 2 of 2

#### Personal details

\*First names

\*Preferred first name

Prefix  ⓘ

\*Surname

\*Gender

\*Date of birth  ⓘ

\*Nationality  ⓘ

\*Email address

#### Proposed Mobility period

\*Academic year

\*Start semester

\*Duration

\*Activity

#### Current education

\*Current programme level

Field of study

#### Remarks

Any additional comments or remarks may be entered here

#### Scholarships

Is this student nominated for a scholarship managed by Leiden University?  ⓘ

Add student Delete student [Click here for summary of students entered](#) 2 of 2

[Go to top of page.](#)

Back To submit

4. Check the overview and if all is correct, click on 'Submit'.

**Confirm nomination**

**You are almost finished!**


You are almost finished with your nomination(s). Please check the summary below first to be sure all students that you wish to nominate are in the list. At this point you can go back with the previous button to add more students or modify your list. When the list is complete you can submit the nominations by using the "Submit" button.

**2 rows**

1	A Silva adasilva@gmail.com	Bachelor ICT	2019 - 2020 Fall	Courses & Research/Traineeship 2 semester(s)
2	J da Costa jdcosta@saopaulo.br	Bachelor LAW	2019 - 2020 Fall	Courses & Research/Traineeship 1 semester(s)

To student entry
Submit

5. When prompted, confirm that you definitely wish to 'submit'. You will now receive a confirmation email. **Important:** If you do not receive a mail please let us know immediately by mailing to [exchange@sea.leidenuniv.nl](mailto:exchange@sea.leidenuniv.nl)



Universiteit  
Leiden

Dear João,

Thank you for nominating the following student(s) for a mobility period at Leiden University:

Name	Email	Programme	Academic year	Semester / Start	Duration / End	Activity
A Silva	<a href="mailto:adasilva@gmail.com">adasilva@gmail.com</a>	ICT	2019 - 2020	Fall	2 semester(s)	Courses & Research/Traineeship
J da Costa	<a href="mailto:jdcosta@saopaulo.br">jdcosta@saopaulo.br</a>	LAW	2019 - 2020	Fall	1 semester(s)	Courses & Research/Traineeship

We will now check your nomination(s) and create a Leiden University account for each nominated student. The student(s) will then receive an email instructing them to:

- Activate their Leiden University account
- Log into Leiden University's application portal to complete their application

After submitting their online application, students will receive updates on the status of their application and information on subsequent procedures by email.

Please refer to our [website](#) for further information about our application procedures and deadlines.

Should you have any further questions please do not hesitate to contact us via [exchange@sea.leidenuniv.nl](mailto:exchange@sea.leidenuniv.nl).

Best wishes,

Mobility Team  
International Relations Office  
Leiden University

\* Note that all students' names and email-addresses in examples are fictional.