Manual OSIRIS Student
Exchange application 2025-2026

Contents

1. Go to osistud.tudelft.nl

- **do not go** to My.TUDelft.nl
- Log in with your Net ID.

Register | Overview registrations

No compontents were found for which you are registered.

Register

De-register

☐ **Show history**

Courses

Stay abroad

No rights can be derived from this information.

Log off

2. Stay Abroad/Buitenland

Click on Stay abroad / Buitenland if your language setting is Dutch.

New request   Help   **Stay abroad**

Register

De-register

Application for student exchange is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2022-2023. To start your application click on **"New request"**

Registration contact details and emergency will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad. Before registering your contact and emergency details, please verify that your stay abroad has been approved by your faculty.
For information about scholarship procedures, click here. For information about safety, insurance and vaccinations, click here.
You must fill in your contact and emergency details, as well as the 'departure date' and 'return date'. Click on "Contact information" to do so.
In order to apply for IIF scholarship please proceed by clicking on "Grant" after creating a new request.

Courses

Stay abroad

Log off

Click on **"New request"** to submit one of the following options:
- Application for student exchange
- Request registration contact and emergency information

Stay abroad requests

No records found.

3. Click on New request

Register	**Application for student exchange** is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2022-2023. To start your application click on **"New request"**
De-register	**Registration contact details and emergency** will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad. Before registering your contact and emergency details, please verify that your stay abroad has been approved by your faculty. For information about scholarship procedures, click here. For information about safety, insurance and vaccinations, click here. You must fill in your contact and emergency details, as well as the 'departure date' and 'return date'. Click on "Contact information" to do so. In order to apply for IIF scholarship please proceed by clicking on "Grant" after creating a new request.
Courses	
Stay abroad	
Log off	Click on **"New request"** to submit one of the following options: - Application for student exchange - Request registration contact and emergency information

Stay abroad requests

No records found.

4. Start your application for exchange

After carefully reading the information, fill in the **General** information with regards to your studies at TU Delft.
Request for:

- Choose current programme if you are going on an exchange within your current programme.
- Choose Future degree programme if you are a BSc student now, but going on an exchange in your Msc.

Degree programme: depending on the choice of the previous question (current of future). When applying for a future programme, all programmes are listed in the dropdown, select your master programme.

Stay abroad: Choose Application for student exchange.

Start/end date: If the dates are unknown fill in TU Delft semester dates.

Click on Continue>>

Register	Please select Current degree programme in "Request for". In case your stay abroad is part of a different programme than your current one (i.e. you are now a Bachelor student, but your exchange will be part of your Master programme) please select Future degree programme and select the Master programme you will follow next year.
De-register	**Specific instructions for "application for student exchange"** The 'start date' and 'end date' refer to the duration of your stay at the host institution. If these dates are not yet known please indicate the TU Delft semester dates (01-09-2023 – 31-01-2024) (01-02-2024 – 31-08-2024)
Courses	
Stay abroad	**Specific instructions for "registration contact details and emergency"** Your registration and contact details will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad. The 'start date' and 'end date' refer to the duration of your stay at the host organisation/company. In case you are going to visit more than 1 country, you can fill in the countries you will visit in your travelling schedule under 'Destination'.
Log off	

Required fields are marked with an *

We kindly request users to report issues/problems with this form to Contact Centre

General

Request for	*	Current degree programme ⌄	**Status**
Degree programme	*	Make a selection ⌄	**Date submitted**
Stay abroad	*	Make a selection ⌄	
Start date (see above)	*	🔍	
End date (see above)	*	🔍	

Continue >>

5. Select your preferred destination(s) for your exchange

The number of preferences given depends on the requirements from your TU Delft faculty. Click on Country, City and Institution of choice and select this. By clicking on 'Add preference' you are able to select the next preferred destination. With the arrows ⌃⌄ next to the destinations you can change the order of preferences between the destinations and with the red crosses next to these arrows you can delete a destination (indicated within the red box).

After filling in all the required boxes, click on **Continue >>.**

General

Request for	*	Future degree programme ⌄		**Status**
Degree programme	*	Master Architecture, Urbanism and Building Sciences ⌄		**Date submitted**
Stay abroad	*	Application for student exchange ⌄		
Start date (see above)	*	01/02/2023 🔍		
End date (see above)	*	15/07/2023 🔍		

Destination

Minimum required number of destination preferences: **1**
Maximum allowed number of destination preferences: **5**

Country	Make a selection ⌄
City	Make a choice ⌄
Institution	Make a selection ⌄

Add preference

Continue >>

Destination

Minimum required number of destination preferences: **1**
Maximum allowed number of destination preferences: **5**

Country	Make a selection ⌄
City	Make a choice ⌄
Institution	Make a selection ⌄

Add preference

Order	Institution	City	Country		
1	Pontificia Universidad Católica de Chile	Santiago	Chile	⌄	✖
2	University of Nebraska at Omaha	Omaha	United States of America	⌃⌄	✖
3	Korea Advanced Institute of Science and Technology (KAIST)	Daejeon	South Korea	⌃	✖

Continue >>

6. Registration

When do you want to go abroad? Choose Autumn, Fall or Full Year.
Complete all questions
- For future Master students: GPA Master can be filled in as 0,00.

Click op **Continue.**

If you want to return to the previous page click on **BACK**, do not use your browser.

General / **Registration** / Uploads / Privacy consent / Submit stay abroad request

| Register | **Registration** | Step 2 of 5 |

| De-register |

1 **When do you want to go abroad?**
*   [Make a selection   ▼]

| Courses |

| Stay abroad |

2 **Are you taking part in the Honours Programme?**
*   ○ Yes
    ○ No

| Log off |

3 **Have you been on an exchange before?**
*   ○ Yes
    ○ No

4 **European Credits (EC) current programme obtained so far**
*   [   ]

5 **Grade Point Average Bachelor (GPA) Include 2 decimals after the comma**
*   [   ]

6 **Grade Point Average Master (GPA) Include 2 decimals after the comma**
*   [   ]

7 **I confirm I will remain enrolled at TU Delft during my exchange**
*   ☐ Yes

[Back]   [Continue]

7. Uploads – uploading required documents

General / Registration / **Uploads** / Privacy consent / Submit stay abroad request

| Register | **Uploads** | Step 3 of 5 |

| De-register |

Information about uploads

Each faculty requires different uploads. Please check your faculty's requirements by following the link below:
Faculty of Architecture and the Built Environment

Required uploads are marked with an *

| Courses |

| Stay abroad |

8 **Please upload your motivation letter**
*   Attachments ✚

| Log off |

9 **Please upload your CV**
*   Attachments ✚

10 **Please upload your Transcript of records**
*   Attachments ✚

11 **Please upload your Language Certificate**
*   Attachments ✚

[Back]   [Continue]

- Documents marked with an asterisk are mandatory, follow your **own screen** for the mandatory documents and not the screenshot above.
- Click on a ✚ to upload a document.
- Click on 'Upload file' after selecting each file.
- If you have uploaded a wrong document you can delete it by clicking on the red cross **x**, click on New to upload a new document.
- When all necessary documents have been uploaded, click on 'Continue'.

8. Privacy consent

Read this privacy consent carefully and click on Continue

General / Registration / Uploads / **Privacy consent** / Submit stay abroad request

Privacy consent

Register
De-register

Courses
Stay abroad

Log off

12 By checking the consent box I agree to the processing of my personal data by TU Delft according to the Privacy Statement (**https://www.tudelft.nl/en/privacy-statement/**).
* ☐ Yes

13 By submitting your application for a stay abroad, you automatically agree that your faculty can share your email address with fellow students in relation to exchange. If you would like to revoke this permission, you can do so by sending an email to your faculty's international office.
* ☐ I agree

14 I accept to share my e-mail address with other TU-Delft students going for an exchange to the same university during the same academic year.
* ○ Yes
  ○ No

Back   Continue

Home Delete Save Help   5847311 - B Test   Last login: Wednesday, Septe

9. Overview of Application

The next screen is an overview of your application.
- Check all the information thoroughly and go **back** (left of the red box) to previous pages if incorrect, do not use the browser to go back!
- If everything is correct, please **'Submit'** (indicated by red box) the complete application.
- After submitting your application no further changes can be made.

General / Registration / Uploads / Privacy consent / Submit stay abroad request

Register
De-register

Courses
Stay abroad

Log off

After submitting your application no further changes can be made.

Submit stay abroad request   Step 5 of 5

1 When do you want to go abroad?
  Spring Semester 22/23

2 Are you taking part in the Honours Programme?
  ○ Yes
  ● No

3 Have you been on an exchange before?
  ○ Yes
  ● No

4 European Credits (EC) current programme obtained so far
  120

5 Grade Point Average Bachelor (GPA) Include 2 decimals after the comma
  8.2

6 Grade Point Average Master (GPA) Include 2 decimals after the comma
  0

7 I confirm I will remain enrolled at TU Delft during my exchange
  ☑ Yes

Information about uploads

Each faculty requires different uploads. Please check your faculty's requirements by following the link below:
Faculty of Architecture and the Built Environment

Required uploads are marked with an *

8 Please upload your motivation letter
  Attachments
  test.pdf   New

9 Please upload your CV
  Attachments
  test.pdf   New

10 Please upload your Transcript of records
  Attachments
  test.pdf   New

11 Please upload your Language Certificate
  Attachments
  test.pdf   New

12 By checking the consent box I agree to the processing of my personal data by TU Delft according to the Privacy Statement (https://www.tudelft.nl/en/privacy-statement/).
  ☑ Yes

13 By submitting your application for a stay abroad, you automatically agree that your faculty can share your email address with fellow students in relation to exchange. If you would like to revoke this permission, you can do so by sending an email to your faculty's international office.
  ☑ I agree

14 I accept to share my e-mail address with other TU-Delft students going for an exchange to the same university during the same academic year.
  ○ Yes
  ● No

Back   Submit

Home Help   5847311 - B Test   Last login: Wednesday, September 7, 2022 at 08:30

10. Application submitted

The application has been submitted and is now visible on the page Stay abroad.

- Status 'Submitted' (indicated by red box) shows that the application is correctly submitted and is currently being reviewed by your faculty at TU Delft.
- You will receive an e-mail when you have submitted your application, so make sure you have received a confirmation of submitting your application.
- Not submitted applications will not be received and are considered to be invalid, meaning you cannot be considered for an exchange programme.

12. Incorrect uploaded document(s)

If one of the submitted documents is incorrect/incomplete, the faculty can reject this document and send your application back to you. You will then receive an e-mail from the faculty to your TU Delft account and you will see this in Osistud:

- After clicking on 'Details', you will see the following screen, delete the rejected/incorrect document(s) by clicking on the red cross next to that document.

Error

Please check your answers: at least one is missing or is incorrect.

| Courses |
| Stay abroad |
| Log off |

Uploads   Step 3 of 5

Information about uploads

Each faculty requires different uploads. Please check your faculty's requirements by following the link below:
Faculty of Technology, Policy and Management

8   Please upload your motivation letter

incomplete document

! **Attachments**
Test PDF.pdf   ✖   Not accepted
Not all attachments which were marked 'not accepted' have been modified. Please review.

9   Please upload your CV
Attachments
Test PDF.pdf   Submitted

10   Please upload your Transcript of records
* **Attachments**
Test PDF.pdf   Submitted

11   Please upload your Language Certificate
Attachments
Test PDF.pdf   Submitted

Please check your answers: at least one is missing or is incorrect.

| Back | | Continue |

- Now you have the possibility to upload a new document by clicking on the ' ✚ '-button next to 'Attachments'.
- Click on **Continue**.
- The next screen is an overview of your application.
- Click on Submit.