# Manual OSIRIS Student Exchange application 2024-2025

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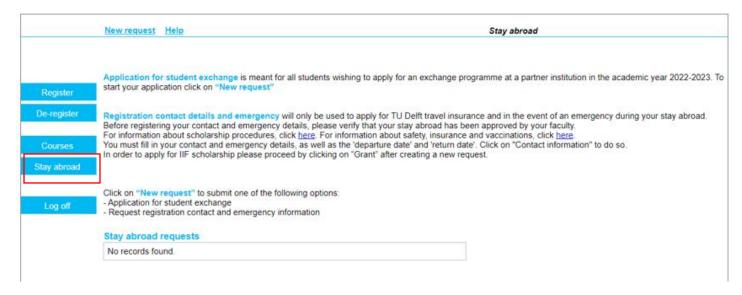
#### 1. Go to osistud.tudelft.nl

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

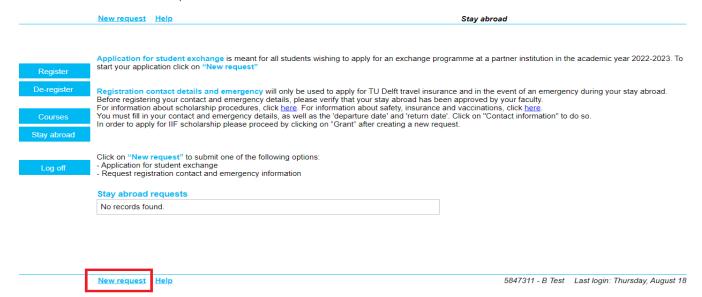


# 2. Stay Abroad/Buitenland

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



#### 3. Click on New request



#### 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:** 

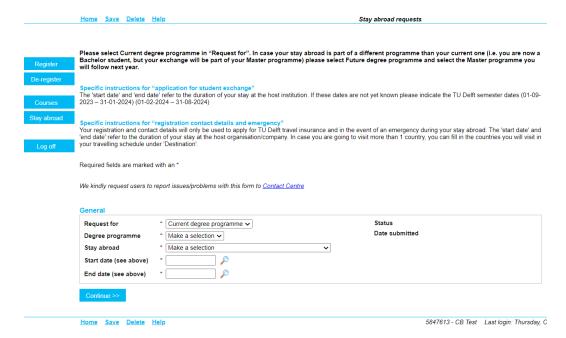
- Choose current programme if you are going on an exchange within your current programme.
- Choose Future degree programme if you are a BSc student now, but going on an exchange in your Msc).

**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.

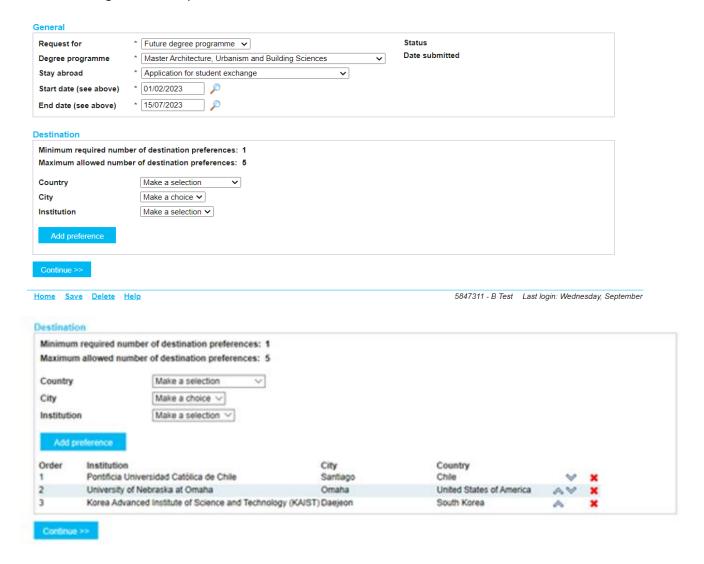
Click on Continue>>



### 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 >>.



# 6. Registration

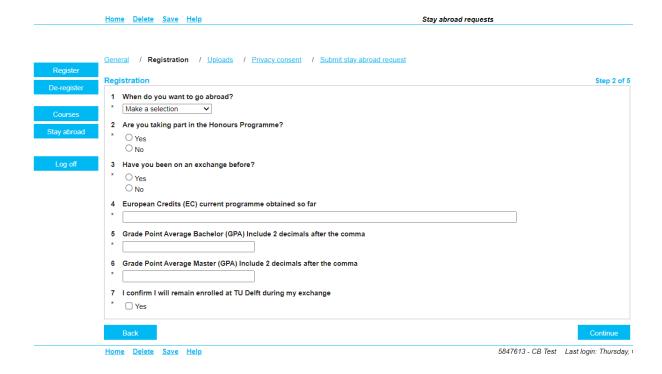
When do you want to go abroad? Choose Autumn, Fall or Full Year.

Complete questions 2 – 7

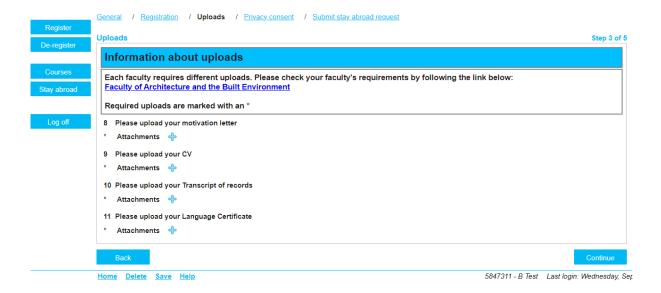
For future Master students: GPA Master can be filled in as 0,00.

Click op Continue.

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



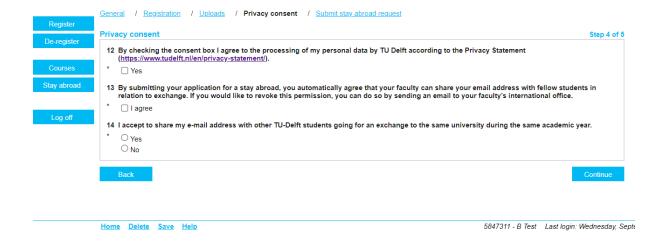
# 7. Uploads – uploading required documents



- 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

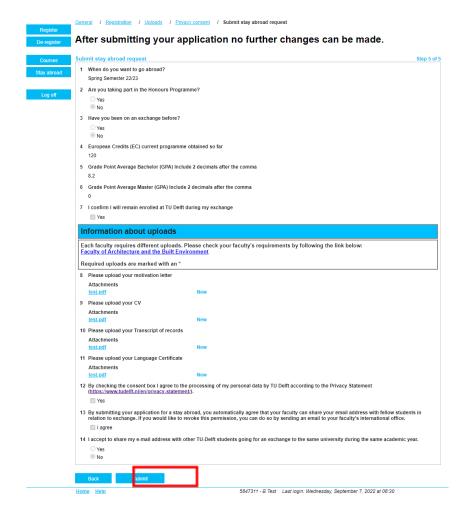
Read this privacy consent carefully and click on Continue



### 9. Overview of Application

The next screen is an overview of your application.

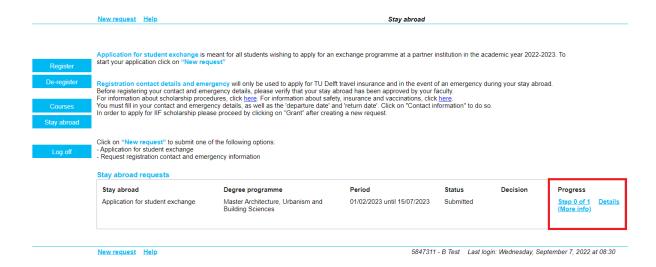
- Check all the information thoroughly and go back (left of the red box) to previous pages if incorrect, do not use the browser to go back!
- If everything is correct, please 'Submit' (indicated by red box) the complete application.
- After submitting your application no further changes can be made.



#### 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.



# 11.Incorrect uploaded document(s)

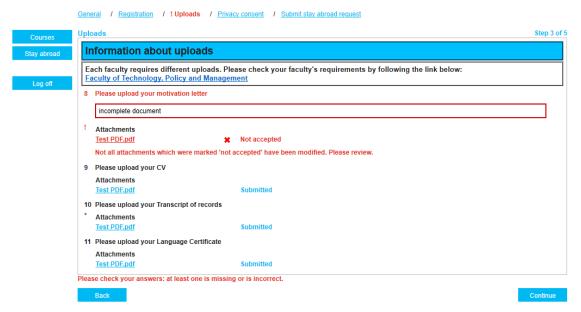
If one of the submitted documents is incorrect/incomplete, the faculty can reject this document and send your application back to you. You will then receive an e-mail from the faculty to your TU Delft account and see this in Osistud:



 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.



- Now you have the possibility to upload a new document by clicking on the '\* '-button next to 'Attachments'.
- Click on Continue.