

## General application FAQ

### Can I send the proof of English proficiency later, after submitting the application?

Yes, if you cannot submit your language test report before the application deadline, we will consider your application without it. However, any offer made to you will be conditional upon meeting all of the entry requirements. Please plan your test as soon as possible. Once you have taken the test you can upload it yourself, or submit the test results via email to: [studenoffice@iss.nl](mailto:studenoffice@iss.nl). Alternatively, you can send your English test directly to ISS via the Institute Code: **9714**

**Please note:** it will take several weeks before you receive an official copy of your test results. Without official proof of your English language proficiency at the required level, we cannot register you as a student for the programme!

### How do I get certified copies of documents?

A certified copy is a copy of a filed document, legal or otherwise, which contains a seal that establishes the document as genuine. Thus, it should have a stamp and signature stating that it is a true copy. Only an officially authorized person can certify a document (for example a notary or a university official). A student copy of the academic transcript is not valid. You have to ask your university to stamp and sign it as a true copy.

### How can I get an official translation of my documents?

A sworn translator can provide an official translation. Nowadays, most universities provide separate translations or bi-lingual degree certificates and transcripts of records. These documents are regarded as official translations as well.

**Please note:** you must send a **copy of the documents in the original language** along with the translation.

### Can I submit references from persons other than my professors or supervisors?

If you are unable to obtain a reference from your university professor because you studied a long time ago, or if you are unable to obtain a reference from your supervisor or head of office because you have your own company or are unemployed, you can also upload references from persons who are in a position to judge your academic qualification and performance.

References are accepted from persons who are well acquainted with you, your work and your studies. Reference letters should not be more than two years old. They must be on letterhead paper, in English, dated and signed by your referee and include your referee's email address.

**I have received an admission offer but I cannot start in September. Is the offer still valid next year?**

Every (**un**conditional) admission offer is valid for two consecutive years. If you are unable to join the programme in a particular year, you have to reapply in Studielink the following year and indicate that you would like to receive a second admission letter. Studielink only opens in October to start the admission cycle for the following academic year.

**Where can I find information on scholarships?**

You can find information on scholarships on our [Funding and Scholarships](#) page.