

**This document is a guide to help you with your application and to provide the information necessary to assess your admissibility for enrolment in a bachelor's or master's program at Codarts Rotterdam.**

After you have submitted an application in Studielink, you will receive an email, *Continuation of your Studielink application*, with the request to provide additional information. This email contains a link to the application "OSIRIS Aanmelding" and your login details for this application.

In OSIRIS Aanmelding you provide the additional information. Your application is not complete until you have completed all steps in OSIRIS Aanmelding and submitted your application.

The link to OSIRIS Aanmelding is:

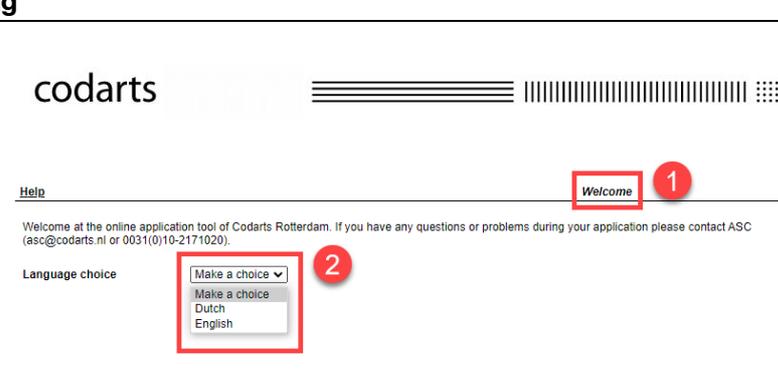
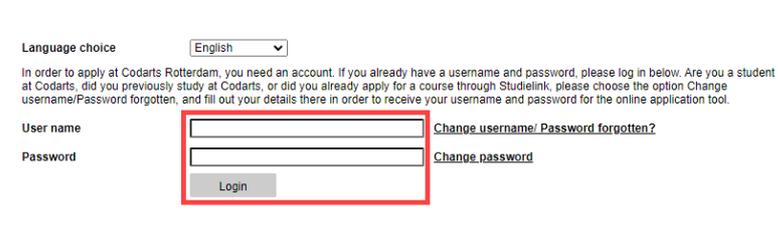
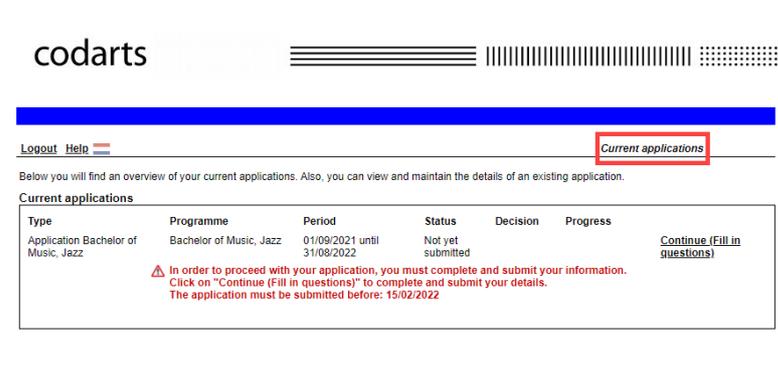
[https://aanmeldingosiris.codarts.nl/osiris\\_aanmeld\\_codprd/WelkomPagina.do](https://aanmeldingosiris.codarts.nl/osiris_aanmeld_codprd/WelkomPagina.do)

**Points of Attention for OSIRIS Aanmelding:**

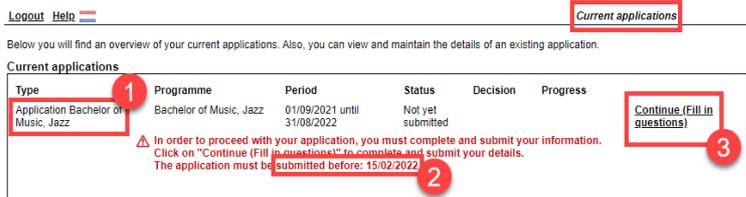
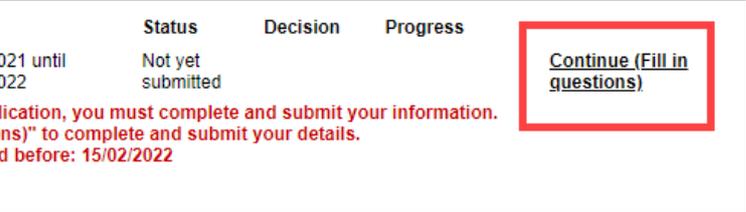
- After logging into OSIRIS Aanmelding for the first time, you must choose a new password. This password must meet the following requirements. Your password:
  - must be at least 8 characters long;
  - is case sensitive;
  - must not exceed 16 characters in length;
  - must contain at least 1 number;
  - must contain at least 1 lowercase letter;
  - must contain at least 1 uppercase letter;
  - must not contain any of the following values, e.g.: 'password', 'test';
  - must not contain a common word or commonly used character sequence (e.g., 'abcde', '12345', etc.);
  - must not have been used previously.
- Some program ask for links to your video and or audio material for example on YouTube or Vimeo. If it is possible to add these links after you have submitted your application, the possibility to add them later is explicitly mentioned in the text of the question. But please add your links before the application deadline.
- Some programs require you to upload text files and/or a passport photo with your application. These should meet the following requirements:
  - Text files can be submitted in .docx or .pdf format. We advise you to use the .pdf format because it is a safe file type and the layout of the file is retained when opening it.
  - Your text file may not be larger than 5 MB.
  - Your passport photo may not be larger than 1 MB.

*Questions? Please contact Administrative Service Center via [asc@codarts.nl](mailto:asc@codarts.nl)*

1. Log into OSIRIS Aanmelding

<p><b>Log into OSIRIS Aanmelding</b></p> <p><b>A.</b> In your web browser, go to:  <a href="https://aanmeldingosiris.codarts.nl/osiris_aanmeld_codprd/WelkomPagina.do">https://aanmeldingosiris.codarts.nl/osiris_aanmeld_codprd/WelkomPagina.do</a>          1. You'll enter the <b>Welcome</b> page          2. Choose a language (Dutch or English)</p>													
<p><b>B.</b> Enter your username and password from the de email and click <b>Login</b></p>													
	<p>Attention! When logging into <i>OSIRIS Aanmelding</i> for the <b>first</b> time, you must now re-enter the password from the email and then choose and enter a new password. Then click on <b>Change password</b>.</p>												
<p><b>C.</b> You are on the page <b>Current applications</b></p>	 <table border="1" data-bbox="754 1462 1508 1585"> <thead> <tr> <th>Type</th> <th>Programme</th> <th>Period</th> <th>Status</th> <th>Decision</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>Application Bachelor of Music, Jazz</td> <td>Bachelor of Music, Jazz</td> <td>01/09/2021 until 31/08/2022</td> <td>Not yet submitted</td> <td></td> <td><a href="#">Continue (Fill in questions)</a></td> </tr> </tbody> </table> <p><b>⚠ In order to proceed with your application, you must complete and submit your information. Click on "Continue (Fill in questions)" to complete and submit your details. The application must be submitted before: 15/02/2022</b></p>	Type	Programme	Period	Status	Decision	Progress	Application Bachelor of Music, Jazz	Bachelor of Music, Jazz	01/09/2021 until 31/08/2022	Not yet submitted		<a href="#">Continue (Fill in questions)</a>
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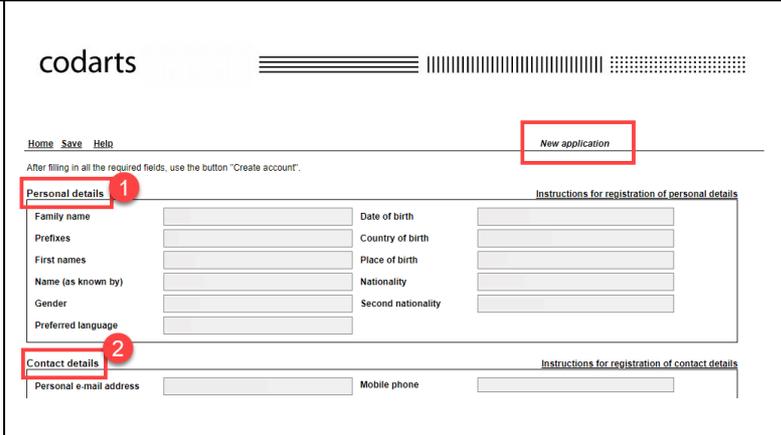
2. Pages and tabs in OSIRIS Aanmelding

<p><b>Page Current applications</b></p> <p>The page Current applications is the first page that appears after you log into OSIRIS Aanmelding.</p>	
<p><b>A. On the Current applications page, you will see the application(s) you made through Studielink. You will see here:</b></p> <ol style="list-style-type: none"> <li>1. The program you apply for</li> <li>2. The deadline by which you must have completed and submitted the additional information</li> <li>3. The button <b>Continue (Fill in questions)</b></li> </ol>	 <p>The screenshot shows the 'Current applications' page. At the top right, the 'Current applications' tab is highlighted. Below the header, there is a table with columns: Type, Programme, Period, Status, Decision, Progress. A row is shown for 'Application Bachelor of Music, Jazz' with a status of 'Not yet submitted'. A red box labeled '1' highlights the 'Application Bachelor of Music, Jazz' text. A red box labeled '2' highlights the text 'In order to proceed with your application, you must complete and submit your information. Click on "Continue (Fill in questions)" to complete and submit your details. The application must be submitted before: 15/02/2022'. A red box labeled '3' highlights the 'Continue (Fill in questions)' button.</p>
<p><b>B. Click Continue (Fill in questions) to continue your application process</b></p>	 <p>This is a close-up of the 'Continue (Fill in questions)' button from the previous screenshot. The button is highlighted with a red box. The text 'Continue (Fill in questions)' is clearly visible.</p>
	<p><b>Please note</b> that you cannot make a new application via 'OSIRIS Aanmelding'. If you want to submit a new application, change or withdraw your application, you must do so via Studielink. You can only change your contact details and personal data in Studielink: <a href="https://www.studielink.nl/">https://www.studielink.nl/</a></p>

**Page New application**

On the page New application, you will see your personal information registered in OSIRIS and the program(s) for which you have applied.

**A.** On the page **New application**, you can see for example  
**1. Personal details**  
**2. Contact details**



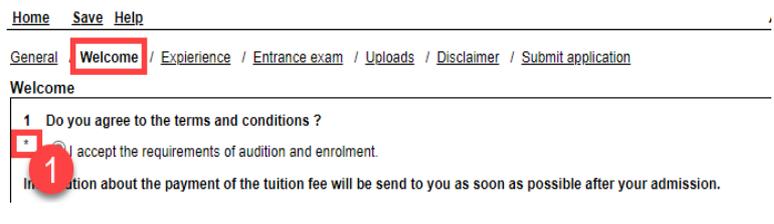
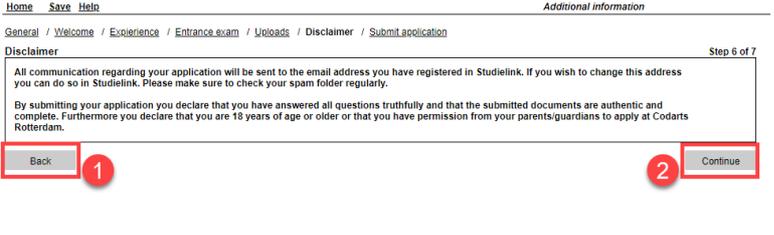
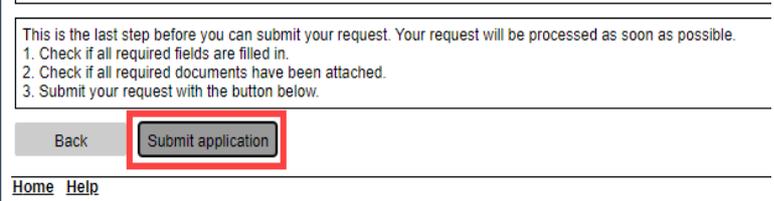
The screenshot shows the 'codarts' logo at the top left. Below it are navigation links: 'Home', 'Save', and 'Help'. A red box highlights the 'New application' button in the top right corner. Below the navigation is a note: 'After filling in all the required fields, use the button "Create account".' The main form is divided into two sections. The first section is 'Personal details', highlighted with a red box and a red circle with the number '1'. It contains several input fields: Family name, Date of birth, Prefixes, Country of birth, First names, Place of birth, Name (as known by), Nationality, Gender, and Second nationality. The second section is 'Contact details', highlighted with a red box and a red circle with the number '2'. It contains input fields for Personal e-mail address and Mobile phone. There are also links for 'Instructions for registration of personal details' and 'Instructions for registration of contact details'.

If you want to change your personal and contact details, you can only do so via Studielink:  
<https://www.studielink.nl/>

**B.** On the bottom of the page, click **Continue** to continue your application process



The screenshot shows a 'Continue' button highlighted with a red box. Below the button are navigation links: 'Home', 'Save', and 'Help'.

<p><b>Page Additional information</b></p>	
<p><b>A.</b> On this page you will find one or more tabs depending on the program you are applying for. Each tab contains questions and/or information.</p>	
<p><b>B.</b> For example, tab <b>Welcome</b></p> <p>1. Questions with an asterisk * must be answered before you can move to another tab</p>	
<p><b>C.</b> Click on a tab to navigate to a specific tab or, below the questions, use the buttons:</p> <p>1. <b>Back</b> or</p> <p>2. <b>Continue</b> to switch tabs</p>	
<p><b>D.</b> On the last tab <b>Submit application</b> you can see all the information you supplied. Please check your completed information carefully.</p> <p><b>E.</b> Click <b>Submit application</b> to finally submit your application</p>	
	<p>Some programs ask for links to your video and or audio material for example on YouTube or Vimeo. If it is possible to add these links after you have submitted your application, the possibility to add them later is explicitly mentioned in the text of the question. <b>But please add your links before the application deadline.</b></p>