

## *How to apply for the International Fast Track?*

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**When you apply online, you are requested to include several documents. It is recommended to have all documents ready before you start the online registration.**

### **Application Procedure Hotelschool the Hague**

In order to apply for Hotelschool the Hague you first need to submit your [Studielink](#) application. After registering in [Studielink](#) you will immediately receive an automatic response from Hotelschool the Hague including a direct link to our application form.

**Please carefully check your junk email if this is not the case and please carefully read the instructions below.**

### **Step 1: Registration in Studielink**

In order to submit your application you need to register via [Studielink](#) first. This is the national information system for Dutch universities of applied sciences (Hogeschole), research universities, and the Education Executive Agency (Dienst Uitvoering Onderwijs). You can access [Studielink](#) 24 hours a day and seven days a week to enroll or to cancel your enrolment. *Please do not forget to cancel your enrolment in case you are no longer interested in applying for Hotelschool The Hague.*

#### **How to register in Studielink?**

##### **1. Log in to [Studielink](#) and create/log in to your account.**

*If you are a resident of the Netherlands:*

Log in with your personal DigiD code. If you do not yet have a DigiD code, you can request one at [DigiD](#). Kindly note that it can take up to **5 working days** before your DigiD request has been processed.

*If you are not resident in the Netherlands:*

Request a user name and password via [Studielink](#).

##### **2. Submit an enrolment request**

Select "New enrolment request" and follow the instructions given.

##### **3. After submitting your enrolment request**

Hotelschool the Hague will receive your Studielink registration automatically and will start processing it. You should immediately receive an email from Hotelschool the Hague including a direct link to the registration form in our system called OSIRIS. Please submit your application at your earliest convenience. Completing the online application form will take about 45 minutes.

#### **Do you have any further questions regarding Studielink?**

**Please refer to the [Studielink Q&A section](#).**

### **Step 2: Complete the application form of Hotelschool the Hague**

**Please make sure all documents are...**

- *in English*
- *in PDF*
- *original and official*

#### **Required documents are:**

1. A copy of your [passport](#) or European [ID card](#): for international applicants ONLY

2. A copy of your diplomas and most recent final grade lists. If you have not yet obtained your diploma we require an official copy of your most recent grade list or school report. Please note that we only accept official documents provided by your school. An official English translation needs to be attached in case the original language is other than Dutch, German or French.
3. Contact details of your school and student counselor (if available).
4. An evaluation form of your previous followed placement (dated, signed and graded by your placement company) and placement report, including the grade you received for your placement (if available).
5. Motivation letter (maximum 2 A4 pages) and resume in English. Please clearly state the name and location of your (future) placement in your resume.
6. Reference letters from former employers (if applicable) plus a letter of recommendation from your placement supervisor. This letter of recommendation must include the start date and end date of the placement, the department(s) worked in and the contact details of the person that has written the letter of recommendation.
7. A copy of your TOEFL, TOEIC, IELTS or Cambridge test results (if applicable).

*Dutch IFT-applicants:*

8. A copy of your 'MBO aanbevelingsbrief' – see form on the website.

**Cancellation Policy:**

If you cannot attend the selection day, please let us know as soon as possible via e-mail ([admissions@hotelschool.nl](mailto:admissions@hotelschool.nl)), preferably at least one week prior to the selection day. You are kindly requested to also state the reason why you are unable to attend.

**Important information:**

- Completing the online application form will take about 45 minutes
- After creating your account in Studielink the link to the application form will be send in an e-mail. Do not forget to carefully complete the form in order to complete your application for Hotelschool the Hague. Kindly note that your application is only valid if we received your Studielink registration together with your completed application form.
- If you do not receive the e-mail, please ensure you check your junk mail.
- We aim to review your application within **3 to 4 weeks** after the submission. You will receive an automatic email once your application has been processed.
- Please do not forget to cancel your enrolment in Studielink in case you are no longer interested in applying for Hotelschool the Hague.
- More questions regarding Studielink? Please refer to the Studielink Q&A section.