Registering for a subsidiary subject

If you are already registered at another institute of higher education in the Netherlands and want to register for a course or module at VU University Amsterdam, please do not use Studielink.

To be registered as a subsidiary subject student, you have to take all of the following steps:

1. Send an email with your request to follow a minor/ subsidiary subject to the study advisors (studieadvies.rechten@vu.nl). Give a notification of the university you study at, which study you are following, and the amount of credits you have thus far obtained. You will get a reply from the study advisors to let you know if your request will be approved.
2. If your request is approved, you have to register at register.vu.nl. Use option ‘bijvakregistratie/ registration for secondary courses’ in order to receive your logon code and password for the student portal VUnet (vunet.vu.nl). These will be sent to you in two separate mails.
3. Now you can apply for registration as a minor student (‘bijvakker’) through the student portal VUnet.
4. Upload the declaration of approval from the faculty of the other institute of higher education were you are registered, for enrolment in the VU course(s) or module(s).
5. Upload a copy of your ID.
6. Send in or hand over an original 'proof of payment of tuition fees' (in Dutch called a BBC = Bewijs Betaald Collegegeld). You can obtain this document at the institute of higher education were you pay the tuition fees. You can send it to:
   
   Vrije Universiteit
   Studenten Administratie
   de Boelelaan 1105
   1081 HV, Amsterdam.
7. After you have taken all these steps, again send an email to the study advisors to confirm your registration. The study advisors will set out the course(s) and will subsequently confirm this to you by mail.

Keep in mind that the registration deadline for subjects is four weeks before the start of the period. Make sure that you contact the study advisors on time (6 weeks before the start of the period).