

## 'BIJVAK' STUDENT (NATIONAL GUEST STUDENT) EXPLANATION ACADEMIC YEAR 2020/2021

### Definition

Student who is enrolled at an Institution for Higher Education in the Netherlands for a 'CROHO' registered programme and who wants to take additional subjects at Wageningen University as part of his/her study programme.

### Requirements for Enrolment

The requirements for enrolment as a 'Bijvak student' are:

- Be enrolled in 2020/2021 as a student at an Institute for Higher Education in the Netherlands for a 'CROHO' registered programme
- Submit a 'Proof of Payment of Tuition Fees 2020/2021'<sup>1</sup>
- Submit a completed and signed Registration Form 2020/2021 for 'Bijvak Student'
- Submit a completed statement from the Examination Committee of the institution where the student is enrolled stating:
  - the subjects (mentioned by name and subject code) to be taken at Wageningen University are part of the programme at their Institution, and that
  - the subjects (mentioned by name and subject code) to be taken at Wageningen University are not offered at their Institution
- Written permission from the WU examination committee is required for the work forms 'thesis' (TH), 'academic master cluster' (AMC) and 'academic consultancy training'(ACT)
- Registration for the work form 'internship' (IN) is not possible
- 'Bijvak student' can register for courses up to a maximum of 42 credits (within the bachelor and/or master programme). In case a student has registered for less than 42 credits in the period of enrolment, a request for extension of the enrolment can be submitted to the SSC. If the student wants to register for more than 42 credits, the student should enrol as a regular student.
- Please note that some subjects/courses have a set maximum number of participants (see the Study Handbook <https://ssc.wur.nl/Handbook>). 'Bijvak' students can register for these courses but it is highly probable that they cannot be admitted, because regular bachelor and master students of Wageningen University are given priority for placement for these courses. If 'bijvak students' want to apply for a course with a maximum number of participants, also if it is part of a minor, they must submit an alternative course in case placement in the course of their first choice is not possible. If you would like to do a minor that includes a course with a maximum number of participants and if you have a problem finding an alternative course, please contact the minor coordinator (see: <https://www.wur.nl/en/Education-Programmes/BSc-Minors.htm>).
  - Students have to proof their proficiency in the English language, equal to the level 1 for master admission:
    - HAVO 7;
    - VWO 6;
    - RATER: Listening pass, Reading pass, Writing borderline, Speaking borderline  
Only accepted when taken at 'WU Wageningen in'to Languages' (please also see [Wageningen in'to Languages](#)). Note, costs are involved!
    - IELTS: overall grade 6.0 with a minimum sub-score of 6.0 for speaking;
    - TOEFL: internet-based 80 with a minimum sub-score of 20 for speaking;
    - Cambridge Certificate of Advanced English (CAE/C1): score between 169-190;
    - Cambridge First Certificate (FCE/B2): score between 180-230;
    - Cambridge Certificate of Proficiency in English (CPE/C2): score between 180-230;
    - Applicants enrolled at a Dutch University are exempted from submitting an English Proficiency test;
    - Applicants who have completed a fully English taught Bachelor at a Dutch university of applied sciences (HBO) are exempted from submitting an English Proficiency test. However, they are required to upload a signed statement from their institution that the medium of instruction during the complete Bachelor's programme they followed was English.

### Documents

Students who want to enrol as a 'Bijvak student' at Wageningen University should submit the following (original) documents before the deadline (see further below):

- 'Bijvak' Registration Form 2020/2021
- Copy passport or copy ID card (showing your personal details)
- Original Proof of Payment of Tuition Fees<sup>1</sup> (Bewijs Betaald Collegegeld - BBC) 2020/2021
- WU form 'Statement Examination Committee', completed and signed by your institution
- Proof of proficiency in the English language (not applicable to students enrolled at a Dutch University).

---

<sup>1</sup> Proof of Payment of Tuition Fees (Bewijs Betaald Collegegeld - BBC) = original statement issued by the Dutch Institution for Higher Education of the students 1<sup>st</sup> enrolment, in which the Institute declares that the student is enrolled for a 'CROHO' registered programme and states the amount of tuition fee paid by the student for the 1<sup>st</sup> enrolment. The statement is issued for the purpose of registration at Wageningen University

Documents may be sent by email to [ssc@wur.nl](mailto:ssc@wur.nl), except the Proof of Payment Tuition Fees.  
The original Proof of Payment Tuition Fees has to be sent by regular mail (not email, we need the original) to:  
Wageningen University  
Student Service Centre (SSC)  
FORUM  
Droevendaalsesteeg 2  
6708 PB Wageningen

### Fees

The national guest student who is enrolled as a student at another Dutch Institute for Higher Education for a CROHO registered government funded study programme and pays tuition fee at that Institute, is granted exemption from paying tuition fee at Wageningen University if the student can submit an original Proof of Payment of Tuition Fees (BBC) from the other Institute.

### Deadlines

MINOR	DEADLINE FOR ENROLMENT
Given in Period 1, 2 & 3	August 3, 2020
Given in Period 4, 5 & 6	January 4, 2021

SUBJECTS	DEADLINE FOR ENROLMENT
Period 1	August 3, 2020
Period 2	September 14, 2020
Period 3	November 16, 2020
Period 4	January 4, 2021
Period 5	February 1, 2021
Period 6	April 12, 2021

### Forms

The Registration Form and the 'Statement Examination Committee'-form are available at:  
<https://www.wur.nl/en/Education-Programmes/Student-Service-Centre/Show-SSC/Forms-Student-Service-Centre.htm>

You can also pick them up at the WU Student Desk in the Forum building, Droevendaalsesteeg 2, 6708 PB Wageningen

Opening hours student desk FORUM:  
Monday to Thursday: 10.00 – 17.00 hours  
Friday: 10.00 - 14:00 hours

### After Enrolment/Registration for Subjects

When enrolled as a 'BIJVAK student' at Wageningen University, you will be sent an email concerning your WUR account username and password. Follow the instructions in the email.

If you have ever previously been given a WUR account, you will not receive these emails. In this case, please contact the IT service desk in FORUM (next to the Student Desk).

PLEASE NOTE: 'BIJVAK' STUDENTS <b>ARE NOT AUTOMATICALLY REGISTERED FOR SUBJECTS.</b> ONCE REGISTERED AS A 'BIJVAK' STUDENT YOU WILL HAVE TO REGISTER FOR THE REQUIRED SUBJECT(S) ON <a href="https://ssc.wur.nl/student/">HTTPS://SSC.WUR.NL/STUDENT/</a>
---

**Disclaimer:** This explanation has been compiled with the greatest possible care, but no rights can be derived from its contents.