

Instructions uploading admission documents

To upload your admission assignments, you have to create an account in the uploading tool of HKU Utrecht Conservatory.

To get started, click the link you received from us. This will take you to the admissions website of HKU Utrecht Conservatory. Here you can choose the course you want to follow.

If you applied for more than one course (for example Music in Education and Jazz & Pop), you need to create an account for each course separately. You can use the same email address.

If **you do not yet have an account** for this course, **start with step 1.**

If you **already have an account**, you can go straight **to step 3.**

1. Click 'Login' and then 'Sign up for a new account'.
2. Click on the confirmation link in your email; you will then return to this page and receive a pop-up message saying that you can log in.
3. Click 'Login' and log in with the account you just confirmed.
4. Click 'Create profile' and enter your details. Check if you entered everything correctly. Then check the 'Above is correct' box and click 'Send'.
5. Click 'Continue with admission inquiry form'.
6. Indicate whether you are uploading your documents for a bachelor's or master's programme.
7. Choose your instrument from the drop-down list.
8. Upload your questionnaire and any other admission documents by clicking 'Browse'.
9. Click 'Check' and check if the links to your files work.

10. Important: check the 'Above is correct' box and then click 'Send'. If you don't click 'Send', your admission documents will NOT be processed.
11. You will now get a pop-up saying that your assignments have been submitted and will be processed. Click 'Close window'.
12. If you have applied for a second instrument WITHIN this course, click 'Admission for another instrument'. You will receive a pop-up to confirm your personal data, after which you can follow the procedure again from step 5.
13. If you have applied for ANOTHER course, click on the button 'Register for different course'. You will then return to the home page and can follow the steps from the beginning of this instruction.

Good luck!