International Student Registration

How to make an appointment?
Making an appointment

Getting to the appointment module of the Gemeente Utrecht

- Please click the link in the mail sent to you by your education institute
  - Should the link not work, please key in the following url to proceed to the right website: 
    http://www.utrecht.nl/city-of-utrecht/studying/
- Click the button x and make your appointment

Easy reference

As our appointment module is currently only available in Dutch, please find a step-by-step guide in English for easy reference attached.
Select date & timeslot appointment

Step 1: Beschikbare datums
Select an available date from drop down menu

Step 2: Beschikbare tijdstippen
Select one of the available time slots

Step 3: Volgende
Press volgende (=next) to proceed to the next page.

NB
By pressing vorige (previous) you loose the link
By pressing stoppen you stop the appointment module
Filling in your personal details

Utrecht.nl

Uw gegevens
Heronder kunt u uw contactgegevens invullen.

Voornamen * 
Tussenvoegsel(s) 
Achternaam *
Geboortedatum (dd-mm-yyyy) *
Telefoonnummer
E-mailadres *

Velden met een * zijn verplicht.

→ Firstname(s)
→ Prefix(es)
→ Surname
→ Date of birth (dd-mm-yyyy)
→ Telephone number (10 digits, no blanks)
→ Email address

Step 2: Volgende
Press volgende (=next) you proceed to the next page.
Checking & confirming appointment details

**Step 1: Overzicht gegevens**
Check your personal & appointment details

**Step 2: Ik ga akkoord...**
- Details correct? Tick box saying you agree → proceed to step 3: **verzenden**
- Details incorrect? Proceed to step 4: **vorige**

**Step 3: Verzenden**
Press **verzenden** (send) to confirm the appointment

**Step 4: Vorige**
Press **vorige** (previous) to go back to the previous page for amendments
Confirmation appointment

This is the confirmation of your appointment.

Step 1: Afdrukken
Upon arrival in the Stadskantoor, you need to scan your QR code at the scanning device located in the centre of the reception hall:

- If you have a smartphone, please show your QR code on your smartphone
- If you don’t have a smartphone, print the QR code by pressing afdrukken (print)

Step 2: Scherm sluiten
Press scherm sluiten (close screen) to finalise the procedure.