

# **DUO PROCEDURE**

## **FOR Dutch students - living in NL, with BSN.**

*This procedure does not apply to Dutch passport holders.*

*The procedure for Dutch passport holders is shorter. Please contact us for more information.*

### **STEP 1: APPLY FOR ADMISSION TO GS4E**

Make an application through our website, or ask your education counsellor to do so for you.

### **STEP 2: ATTEND AN ADMISSIONS INTERVIEW**

You will be invited for an admissions call with one of our team members, to ensure that there is a good fit between your expectations and our study program.

### **STEP 3: RECEIVE YOUR ADMISSION NOTICE FROM GS4E**

If a good fit is determined in the interview, you will receive an admission notice from GS4E.

### **STEP 4: NOTIFY GS4E**

Notify us that you want to use DUO funding for your studies. GS4E will notify DUO that you are a current student at GS4E once you have notified us. We will send you a letter to use with your DUO application, to ensure you get the right amount of loans to cover your tuition fees.

### **STEP 5: APPLY ONLINE FOR YOUR DUO LOANS**

You can apply through the DUO website here: <https://duo.nl/particulier/student-finance/apply.jsp>

Don't forget to upload the tuition fees letter we sent you!

### **STEP 6: SEND PROOF OF DUO APPLICATION TO GS4E**

... and wait for 6-8 weeks for DUO to process your application. They will send you a message.

### **STEP 7: RECEIVE CONFIRMATION LETTER AND FUNDS FROM DUO**

You're all set!