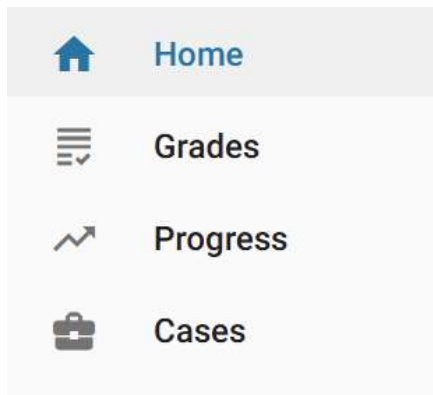# Manual student Request approval exchange courses

Submit the request

1. Open Osiris Student.

2. Click on '**Menu**'.

3. Click on 'Cases.

4. Start a new case by clicking.

5. Click on '**Approve courses**'.

6. Then choose '**Request approval courses exchange**'.

You will now see the form request approve exchange courses.

7. **Information:** read the text and click the '**Next**' button.

8. **Study program:** choose your program and click the '**Next**' button (if you are taking one program, this program is already filled in).

9. You can see whether you have previously submitted a request for an exchange course within your program.

10. Name educational institution exchange *
    Choose the educational institution from the list.
    If you cannot find the name of your educational institution, choose '**Other**' and then enter the name of the institution and the country.

11. Click the '**NEXT**' button

12. You will now see the '**Courses**' section.
    Fill in the form. Fields marked with * are compulsory.
    If necessary, click 'i' if something is not clear.
    a. Course code*
    b. Course name*
    c. Course level* (1st/higher-year bachelor's/master's course)
    d. Number of European Credits (ECs)*
       The 'i' refers to the translation table
    e. Course description* (PDF)
    f. Link to course information (optional)
    g. **Study program:** indicate how you want to include this course in your study program (compulsory)
    h. Any additional remarks (optional)

13. Choose 'Yes' when asked if you want to enter a second course. Then again fill in all the details as described above.
    You can also temporarily save the form in the meantime (see top right).

14. Similarly, fill in the third, fourth course and so on.

    When all courses are filled in, click the '**Submit**' button.
   You will receive a notification that the case has been successfully submitted.

    If you want to follow the status of your request? In Osiris, under '**Active cases**', you can see which steps have already been completed.
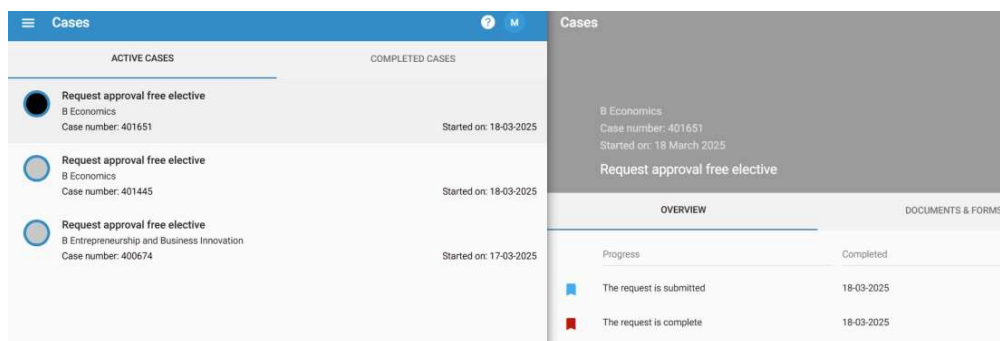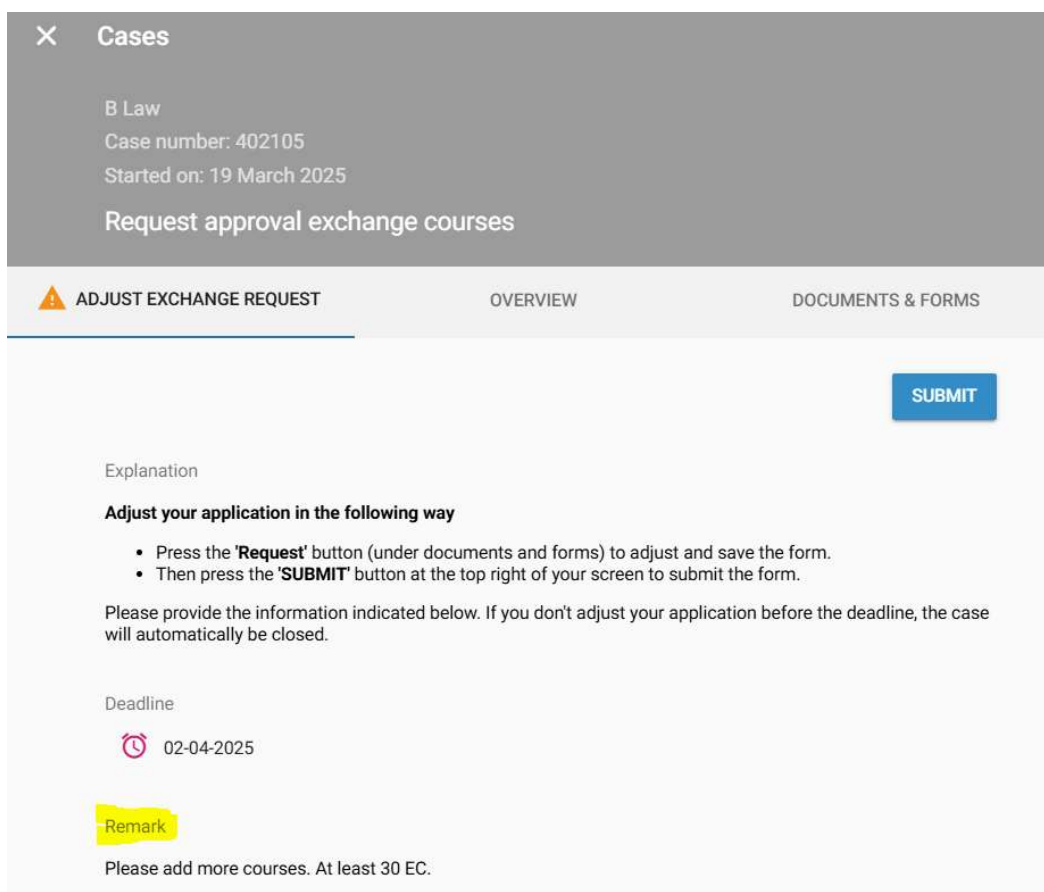
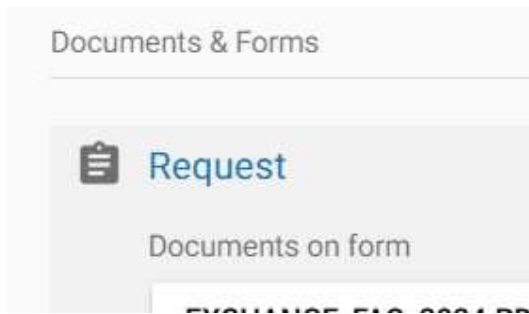**You are asked to adjust the case**

1. If you receive a request to adjust your request, you will have had an email about it and there will be a notification in Osiris.

2. Click on the notification.
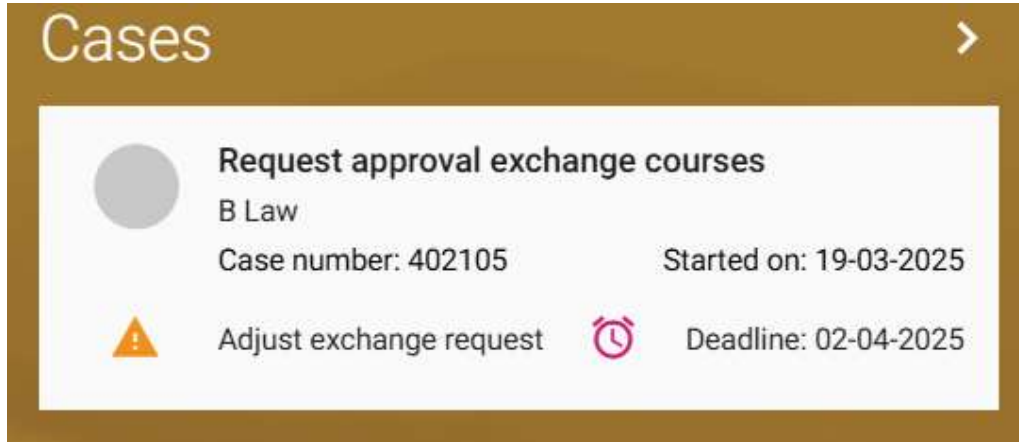
3. Under the heading '**Remark**' and in the e-mail, you can see what you need to change.

4. Click on '**Request**' under '**Documents & Forms**'.

Documents & Forms

📋 Request

Documents on form

5. You will now see the form as in the original request.
   Click the '**Next**' button and then the '**Next**' button again.
6. Modify the form, click the '**Save**' button.

7. Click the '**Submit**' button
   In the pop-up you can fill in any comments (optional). Then click '**Submit**'.

Complete task

Explanation

Optional to fill in your comment

SUBMIT

Your request has been resubmitted and will be processed further.

Decision taken by staff member Tilburg University

Once the case has been fully processed the decision is made.
You will receive a message in your Tilburg University email. This message will also be published in Osiris.

You can find the outcome of the case under '**Completed cases**.'
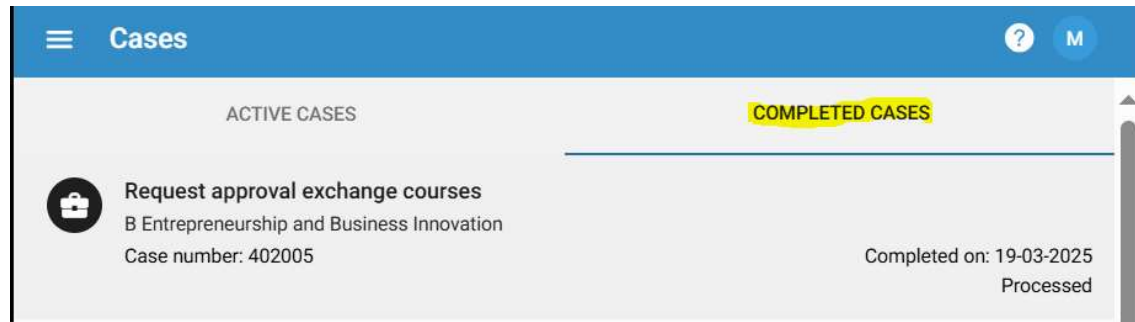
On the right side under '**Documents & Forms**' you find all decisions per course.

And all approved courses are published in a pdf-document that you can use to upload in Mobility Online while you prepare for your Exchange period.