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**INTRODUCTION**

This manual will guide you through the steps of the application procedure for a program at the Vrije Universiteit Brussel.

After you have submitted your online application you will receive an e-mail of the Vrije Universiteit Brussel with, if applicable, the payment details for the application fee. After we have received the application fee the application process will start.

You will be informed of every step in the admission process by e-mail. More information about the different steps in the application procedure can be found on our website: [http://www.vub.ac.be/english/infofor/prospectivestudents/howenroll.html#pre](http://www.vub.ac.be/english/infofor/prospectivestudents/howenroll.html#pre)

If you experience problems while filling out the application you can contact the Admission Office via [admissions@vub.ac.be](mailto:admissions@vub.ac.be)
**STEP 1: CREATE AN ACCOUNT**

Click “create an account”.

You should now see the screen below.

A username will be created for you. You will keep this username during the entire application procedure. The password is one of your own choice. Belgian citizens or students with a residence permit can use their Belgian electronic identity card and a card reader to fill out the application form. Students who do not have the Belgian nationality or a residence permit cannot use an electronic identity card. They will need to manually fill out the application form.
The field “statute” requires some more explanation. This field will be filled out automatically for Belgian and European citizens. Non-European citizens will be able to choose several options:

Students staying in Belgium with a student visa should choose “Other”. Students staying in Belgium with a different type of visa can choose the reason of their stay. You will be asked to submit proof of this at the end of the application procedure.

Once you have filled out the entire page, click “Save” at the bottom of the page.
**STEP 2: PRIVACY PREFERENCES**

You will be able to adjust your privacy preferences on this page. The university will only disclose your personal information to third parties if you give your permission and if it is deemed beneficial for the student.

**YOUR PRIVACY PREFERENCES**

Pursuant to the Privacy Act, I hereby

- [ ] do not give permission
- [x] give permission

...to disclose at the request of third parties the data mentioned in this request and/or included in the student database if this is deemed to be of interest to the student by the university.

This permission is automatically renewed with each subsequent enrollment using an enrollment form. The permission can only be cancelled by sending a registered letter to the Enrollment Department.

[SAVE]
**STEP 3: PRIOR EDUCATION**

The third step is the most important step of the application procedure. This is where you need to fill out the details of your prior education.

Fill out the information of your secondary education in the first tab.

Students who have not obtained their degree in Belgium, should choose “Abroad”.
You can then specify in which country you have obtained your degree. Fill out the rest of the page when you have done so.

**SECONDARY EDUCATION**

- I hold a secondary education diploma: Obtained
- *Location of attended education: Abroad
- *Country: Cameroon

**SCHOOL OF SECONDARY EDUCATION**

- *Municipality: Yaounde
- *Linguistic regime: English
- *School: Mevick Bilingual Grammar School

**DICIPLINE**

- *Graduation year: 2005
- *Diploma: Andere / Other
- *Diploma name: GCE Advanced Level

After clicking “Save”, you will be asked to fill out the fields regarding your higher education. Leave this page blank if you do not have any higher education.

**MY HIGHER EDUCATION**

- *Location of attended education: Abroad
- *Municipality: Buea
- *Country: Cameroon
- *Linguistic regime: English
- *School: University of Buea
- *Level of education: Bachelor
- *Course program: Bachelor in History
- Graduated: Yes
- *Year: 2009

**SAVE** **CONTINUE**
It is possible to fill out more than one prior education. Click “Save” after filling out your first prior education.

You can now see your prior education at the bottom of the page. Fill out another prior education if applicable. Click “Continue” to go to the next page.
STEP 4: SOCIAL SERVICES

SCHOLARSHIP

☐ I received a scholarship last year

☐ I will apply this year for a scholarship with the Flemish Community

HOUSING

The Vrije Universiteit Brussel helps you to live and study in Brussels in comfortable conditions. For further information contact the Housing Department.

FUNCTIONAL RESTRICTION

The Vrije Universiteit Brussel considers students with a handicap as a special target group. And special situations call for special measures. For advice and guidance you can contact the Handicap & Study Department.

TOP SPORTER

☐ I wish to apply for the status of top sporter.

For more information visit sport and study.

SAVE

This page is meant for Belgian citizens or for holders of a Belgian residence permit. Tick a box if you have applied for or received a scholarship of the Flemish Community. If you have not applied for a scholarship, you can leave this page blank and click “Save”.

Students with a student visa are not eligible for a scholarship of the Flemish Community.
**Step 5: Intake Survey**

Please fill out the intake survey.

### Schoolse loopbaan

* Hoeveel uren wiskunde had je per week in je laatste jaar secundair ondervijs?  
Kies een van de volgende antwoorden:

- 0/1/2 uur
- 3 uur
- 4 uur
- 5 uur
- 6 uur
- 7 uur
- 8 uur en meer

### Je eindpercentage in je laatste jaar van het Secundair Onderwijs lag ongeveer tussen:

- 50-60%
- 60-70%
- 70-80%
STEP 6: PROGRAM REQUEST

Select the programs of your choice on this page. First of all, you are asked if you will receive a scholarship for your education. You will need to submit proof of this later. You cannot apply for a scholarship on this page, you can simply indicate whether or not you will receive one.

Select your scholarship if applicable

Specify the scholarship type.

Once you have filled out the scholarship information, you can select if you would like to follow day or evening classes. Note: not every program can be followed in evening classes!
You need to fill out additional information if you choose to follow evening classes.

**WORKING AND STUDYING**

<table>
<thead>
<tr>
<th>* Select day or evening classes</th>
<th>Evening or weekend classes</th>
</tr>
</thead>
</table>

**PEL/IEG**

<table>
<thead>
<tr>
<th>Proof of employment / recipient of social security benefit, I solemnly swear</th>
<th>Not applicable</th>
</tr>
</thead>
</table>

**FINANCING INFORMATION IS MANDATORY**

<table>
<thead>
<tr>
<th>* Work situation</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At least 80/10/month employed</td>
</tr>
<tr>
<td></td>
<td>VDAB eligible beneficiary</td>
</tr>
</tbody>
</table>

PEL/IEG (BEV/OVR) is meant for working students. Regular students should choose “not applicable”. Working students who follow evening classes also need to sign a statement of honor to confirm that they are employed.

**WORKING AND STUDYING**

<table>
<thead>
<tr>
<th>* Select day or evening classes</th>
<th>Evening or weekend classes</th>
</tr>
</thead>
</table>

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</thead>
</table>

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<tr>
<td></td>
<td>At least 80/10/month employed</td>
</tr>
<tr>
<td></td>
<td>VDAB eligible beneficiary</td>
</tr>
</tbody>
</table>

Regular students who wish to follow evening classes choose “not applicable”. They also need to confirm their work situation.

**WORKING AND STUDYING**

<table>
<thead>
<tr>
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<th>Evening or weekend classes</th>
</tr>
</thead>
</table>

**PEL/IEG**

<table>
<thead>
<tr>
<th>Proof of employment / recipient of social security benefit, I solemnly swear</th>
<th>Not applicable</th>
</tr>
</thead>
</table>

**VISITING STUDENT (IN CONTRACTS)**

Choose “not applicable” if you are not employed during your studies.
Finally, you need to indicate the program of your choice.

<table>
<thead>
<tr>
<th>CHOICE OF PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is my first enrollment within Flemish Higher Education</td>
</tr>
<tr>
<td>This is a registration for which I wish to combine enrollments in diploma contracts.</td>
</tr>
</tbody>
</table>

**Course load**

<table>
<thead>
<tr>
<th>COURSE LOAD IS MANDATORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
</tr>
</tbody>
</table>

* Registration period: [select]

* Training level: [select]

* Program: [select]

* Course plan: [select]

Students who require a visa need to study full time! Fill out the remaining fields, then click “Save”.
**STEP 7: DOCUMENT CHECKLIST**

This page contains an oversight of all the required documents. These documents need to be uploaded in PDF or JPEG format.

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport photo (max. 500 KB)</td>
<td>Browse...</td>
</tr>
<tr>
<td>Copy of identity card</td>
<td>Browse...</td>
</tr>
<tr>
<td>Proof of Statute</td>
<td>Browse...</td>
</tr>
<tr>
<td>Proof of linguistic requirements</td>
<td>Browse...</td>
</tr>
<tr>
<td>Secondary education diploma or proof of senior exam</td>
<td>Browse...</td>
</tr>
<tr>
<td>Higher education diploma</td>
<td>Browse...</td>
</tr>
<tr>
<td>Proof of admission to evening classes</td>
<td>Browse...</td>
</tr>
</tbody>
</table>

**EXTRA DOCUMENTS**

<table>
<thead>
<tr>
<th>Extra documents</th>
<th>Browse...</th>
</tr>
</thead>
</table>

**UPLOAD DOCUMENTS**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SAVE</td>
</tr>
</tbody>
</table>

If you do not yet possess the required documents, you can upload these later in your Student Self Service. Once you have uploaded all the documents, click “Save” and then “Continue”.
**STEP 8: FINISHING YOUR APPLICATION**

You can now finish your application!

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**YOUR PREPARED APPLICATIONS**

- Your registration is completely filled in. You only need to finish the application so that it can be checked.
- Please bear in mind that depending on your previous education, an application fee of 80 Euros may be charged. Your file will be handled as soon as we received your payment.

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Click on the green ”Finish“ button to submit your application. Your application will be processed by the Admission Office when we have received the application fee of €50.