



Vrije
Universiteit
Brussel

PROGRAM APPLICATION MANUAL VRIJE UNIVERSITEIT BRUSSEL

Contents

- Introduction..... 3
- Step 1: Create an account 4
- Step 2: Privacy preferences 6
- Step 3: Prior education 7
- Step 4: Social Services.....10
- Step 5: Intake Survey11
- Step 6: Program Request12
- Step 7: Document checklist15
- Step 8: Finishing your application16



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.

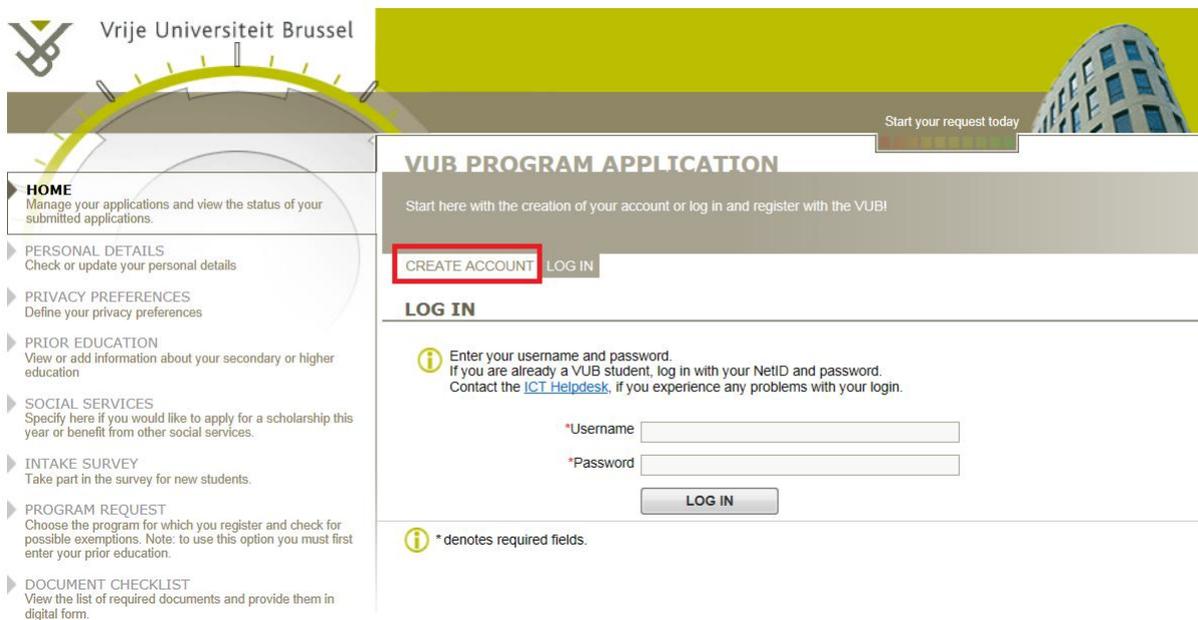
You will be informed of every step in the admission process by e-mail. More information about the different steps in the application procedure can be found on our website: <http://www.vub.ac.be/english/infofor/prospectivestudents/howenroll.html#pre>

If you experience problems while filling out the application you can contact the Admission Office via admissions@vub.ac.be



STEP 1: CREATE AN ACCOUNT

Click "create an account".



Vrije Universiteit Brussel

Start your request today

VUB PROGRAM APPLICATION

Start here with the creation of your account or log in and register with the VUBI

CREATE ACCOUNT LOG IN

LOG IN

i Enter your username and password.
If you are already a VUB student, log in with your NetID and password.
Contact the [ICT Helpdesk](#), if you experience any problems with your login.

*Username

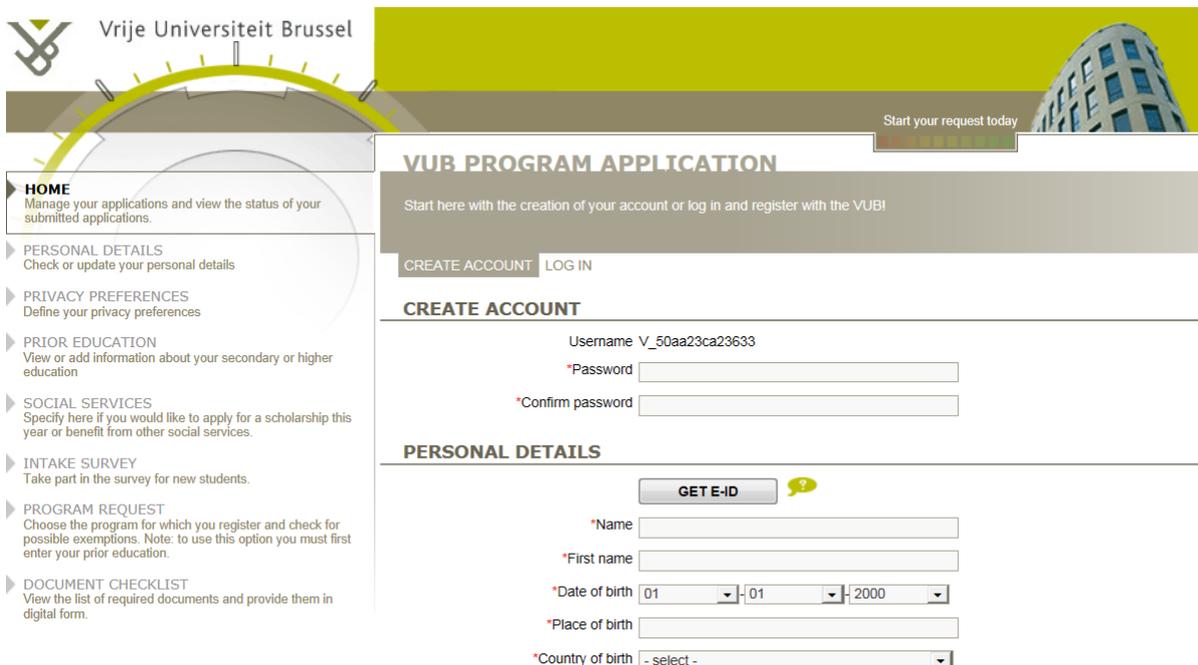
*Password

LOG IN

i * denotes required fields.

- ▶ **HOME**
Manage your applications and view the status of your submitted applications.
- ▶ **PERSONAL DETAILS**
Check or update your personal details
- ▶ **PRIVACY PREFERENCES**
Define your privacy preferences
- ▶ **PRIOR EDUCATION**
View or add information about your secondary or higher education
- ▶ **SOCIAL SERVICES**
Specify here if you would like to apply for a scholarship this year or benefit from other social services.
- ▶ **INTAKE SURVEY**
Take part in the survey for new students.
- ▶ **PROGRAM REQUEST**
Choose the program for which you register and check for possible exemptions. Note: to use this option you must first enter your prior education.
- ▶ **DOCUMENT CHECKLIST**
View the list of required documents and provide them in digital form.

You should now see the screen below.



Vrije Universiteit Brussel

Start your request today

VUB PROGRAM APPLICATION

Start here with the creation of your account or log in and register with the VUBI

CREATE ACCOUNT **LOG IN**

CREATE ACCOUNT

Username V_50aa23ca23633

*Password

*Confirm password

PERSONAL DETAILS

GET E-ID **?**

*Name

*First name

*Date of birth 01 - 01 - 2000

*Place of birth

*Country of birth - select -

- ▶ **HOME**
Manage your applications and view the status of your submitted applications.
- ▶ **PERSONAL DETAILS**
Check or update your personal details
- ▶ **PRIVACY PREFERENCES**
Define your privacy preferences
- ▶ **PRIOR EDUCATION**
View or add information about your secondary or higher education
- ▶ **SOCIAL SERVICES**
Specify here if you would like to apply for a scholarship this year or benefit from other social services.
- ▶ **INTAKE SURVEY**
Take part in the survey for new students.
- ▶ **PROGRAM REQUEST**
Choose the program for which you register and check for possible exemptions. Note: to use this option you must first enter your prior education.
- ▶ **DOCUMENT CHECKLIST**
View the list of required documents and provide them in digital form.

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.

Gender Male
 Female

*Marital status - select -

* Nationality - select -

* Statute - select -

National register number

* Telephone number

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:

* Nationality Cameroon

* Statute **STATUTE IS MANDATORY**

- select -

- select -

register number National development aid
Unrestricted duration Belgium

lephone number Victim of trafficking
Student restricted duration

umber in case of emergency Min. 12 months legal residence
Attendant pers. 12 mnths legal
Scholarship cultural agreement

ss is mandatory Candidate refugee
Other

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

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.

SECONDARY EDUCATION HIGHER EDUCATION

SECONDARY EDUCATION

*I hold a secondary education diploma

*Location of attended education

SCHOOL OF SECONDARY EDUCATION

*Municipality

*School

DICIPLINE

* Graduation year 

*Discipline

Students who have not obtained their degree in Belgium, should choose "Abroad".

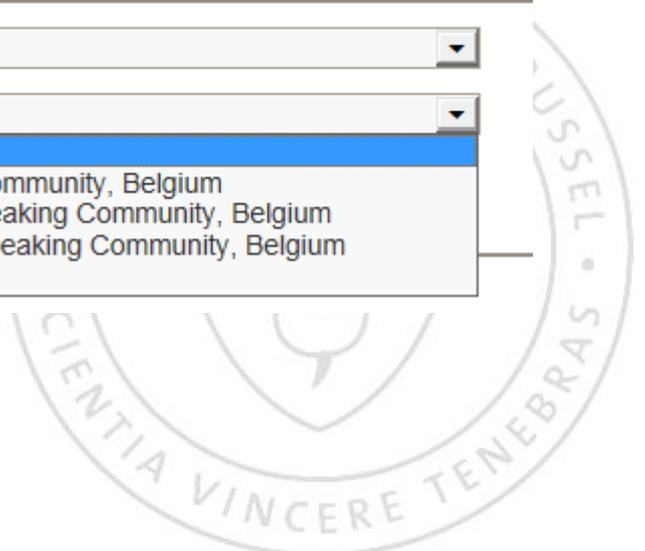
SECONDARY EDUCATION

*I hold a secondary education diploma

*Location of attended education

Flemish Community, Belgium
French-speaking Community, Belgium
German-speaking Community, Belgium
Abroad

SCHOOL OF SECONDARY



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 **HIGHER EDUCATION**

SECONDARY EDUCATION

*I hold a secondary education diploma

*Location of attended education

*Country

SCHOOL OF SECONDARY EDUCATION

*Municipality

*Linguistic regime

*School

DICIPLINE

* Graduation year

*Diploma

*Diploma name

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.

SECONDARY EDUCATION **HIGHER EDUCATION**

MY HIGHER EDUCATION

*Location of attended education

*Municipality

*Country

*Linguistic regime

*School

* Level of education

*Course program

Graduated Yes No

* Year



It is possible to fill out more than one prior education. Click "Save" after filling out your first prior education.

MY HIGHER EDUCATION

*Location of attended education

*Municipality

*Institution

* Level of education ?

*Course program

Graduated Yes
 No

* Year ?

MY HIGHER EDUCATION

UNIVERSITY OF BUEA
Bachelor in History | 2009



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 onderwijs?

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:

Kies een van de volgende antwoorden

- 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

SCHOLARSHIP PROGRAM

I am submitting my request under a scholarship

Scholarships **INDICATION OF SCHOLARSHIP IS MANDATORY**

Specify the scholarship type

- select -
- select -
- BTC-Scholarship
- Chinese Scholarship Council
- Vietnam Scholarships
- Scholarship Flemish Government
- VUB-Scholarship
- European Commission schol.
- VLIR-UOS scholarship**

* Select day or evening classes

Specify the scholarship type.

SCHOLARSHIP PROGRAM

I am submitting my request under a scholarship pr

Scholarships VLIR-UOS scholarship

Specify the scholarship type **INDICATION OF SCHOLARSHIP IS MANDATORY**

- select -
- select -
- EI-guest
- EI-MsC
- EI-PhD
- ICP-MSc**
- ICP-PhD
- ITP
- IUS-guest
- IUS-MsC
- IUS-PhD
- KOI
- PhD-Plus Scholarship
- Reisbeurs
- Vlaamse PhD

* Select day or evening classes

PEL/IEG

* Work situation

* Proof of employment / recipient of social security benefit, I solemnly swear:

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

* Select day or evening classes ?

PEL/IEG **WORK LEAVE IS MANDATORY**

Proof of employment / recipient of social security benefit, I solemnly swear:

* Work situation ?

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

* Select day or evening classes ?

PEL/IEG

Proof of employment / recipient of social security benefit, I solemnly swear: **FINANCING INFORMATION IS MANDATORY**

* Work situation

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

WORKING AND STUDYING

* Select day or evening classes ?

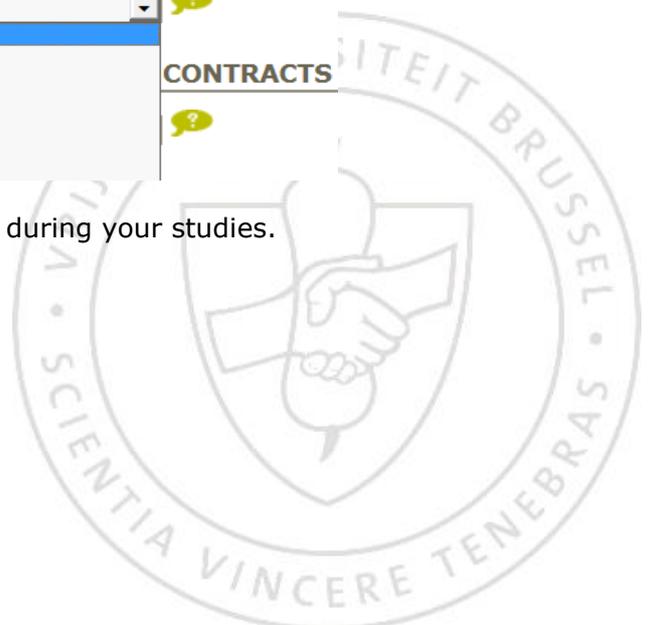
PEL/IEG

Proof of employment / recipient of social security benefit, I solemnly swear:

* Work situation

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.

CHOICE OF PROGRAM

This is my first enrollment within Flemish Higher Education ?

This is a registration for which I wish to combine enrollments in diploma contracts. ?

Course filter: (x) Show the complete list of VUB courses. I register on the basis of admission by file ?
() Show the available programs on the basis of my prior education

Course load **COURSE LOAD IS MANDATORY**
Full time ?

* Registration period - select - ?

* Training level ?

* Program ?

* Course plan ?

SAVE

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.

REQUIRED DOCUMENTS

Passport photo (max.500Kb)	<input type="text"/>	<input type="button" value="Browse..."/>
Copy of identity card	<input type="text"/>	<input type="button" value="Browse..."/>
Proof of Statute	<input type="text"/>	<input type="button" value="Browse..."/>
Proof of linguistic requirements	<input type="text"/>	<input type="button" value="Browse..."/>
Secondary education diploma or proof of selor exam	<input type="text"/>	<input type="button" value="Browse..."/>
Higher education diploma	<input type="text"/>	<input type="button" value="Browse..."/>
Proof of admission to evening classes	<input type="text"/>	<input type="button" value="Browse..."/>

EXTRA DOCUMENTS

Extra documents

UPLOADED DOCUMENTS

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!

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 50 Euros may be charged.
Your file will be handled as soon as we received your payment.

VRIJE UNIVERSITEIT BRUSSEL
Master's Programme : MA Management Default track

 Edit

Finish 

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.

