



APPLICATION PACKAGE
Master or subsequent Master
For academic year 201...-201... (please indicate year)

Dear Applicant,

We thank you for your interest in our programmes. Attached to this letter you will find the Application Form for Master or subsequent Master programmes, of which the forms have to be duly completed according to the requirements.

This package, along with the required documents, must be returned to:

Registrar's Office
Vrije Universiteit Brussel
Pleinlaan 2
B-1050 Brussel
BELGIUM
**Application deadline: March 1st (for enrollment next
September)**
(EU-nationalities: June 1st)

Screening an application file takes about **two months**. We therefore kindly ask that enthusiastic students do **not contact the Registrar's Office** for a status on their file before such period of time has passed.

All dossiers will be screened by the Admission Committees of the different programmes. Apart from the specific requirements (TOEFL, TOEIC, IELTS, CAE, CPE, etc.) also other elements of the submitted dossiers will be taken into account. Applicants are, therefore, requested to include any certificate of additional diplomas, language tests or training courses that can provide a more elaborate academic background and illustrate eligibility for the chosen programme.

By signing the application form applicants declare to have **sufficient funds** to cover any expenses resulting from enrollment at the Vrije Universiteit Brussel. Applicants should make sure they have at least about € 840 (Euro) a month. They are expected to take all necessary steps to secure the financial aspects of their stay in Belgium. The University can NOT offer a solution for financial problems and will not intervene in the case of financial problems.
A letter of admission by no means implies that financial help will be given by the university.

The letter of Admission has to be **presented at the Registrar's Office** in order to enroll at the University.

Looking forward to welcome you at our university,

Sincerely,
The Registrar's Office

**ATTENTION: ONLY COMPLETE FILES WILL BE TAKEN INTO CONSIDERATION
FOR A LIST OF ALL REQUIRED DOCUMENTS PLEASE TURN TO PAGE 6**

By submitting an application, the applicant accepts that decisions of the Admission Committees are final and irrevocable.

APPLICATION FORM FOR ADMISSION
This form is free of charge

Important :

1. The deadline needs to be strictly observed.
2. **Only original documents under sealed envelope** or **officially authenticated copies will be accepted.** Applicants with a degree from an African university should request their home university to send the transcripts under sealed envelope to the Vrije Universiteit Brussel. **Copies (even copies of officially authenticated copies) are not accepted.**
3. **Chinese students** should enclose an **APS-certificate.**
4. **Language-test scores** should be sent **directly by the examination centre** to the Registrar's Office of the Vrije Universiteit Brussel.
5. This is not an application for a scholarship. Admission gives no right to financial support of any kind.
6. Requirements for admission cannot be discussed.
7. Decisions of the admission committees are final and irrevocable.
8. Applicants whose application form includes incorrect information will be refused admission.

Personal information

(in accordance with your passport. If you fill out this form manually please use **capital letters**)

1. FAMILY NAME (SURNAME):
Given name (first name):
2. Place and country of birth:
Date of birth: (dd – mm – yyyy)
3. Sex : male female
4. Nationality:
5. Address for reply:
(c/o):
Street: N°:.....
Postal code:..... Town:
Country:
Telephone / telefax:
E-mail:

Please make sure you include your **e-mail address**, as all communication will be done electronically.

Educational background

6. Higher Education: list all universities or other institutions of higher education you have attended in your country or abroad in chronological order. The certificate attesting the level/total ECTS of a foreign degree must be enclosed under sealed envelope. (if more space is needed, attach a separate sheet listing other institutions attended)

- 1. Institution:
Duration:
Obtained degree:
Result:.....

- 2. Institution:
Duration:
Obtained degree:
Result:.....

- 3. Institution:
Duration:
Obtained degree:
Result:.....

7. Have you ever applied for a programme at the V.U.B. before? (List all programmes you applied for)

- yes no If yes: Which academic year(s): 1. /
2. /
3. /

- Which programme(s): 1.
2.
3.

In case of enrollment, what was your Student Card Number?

8. Have you ever been enrolled at another Flemish university in the past?

- yes no
Name of the Flemish university:
For which programme:
Academic years of enrollment: from / till /
(add an official certificate of all enrollments at Flemish universities)
Result:

9. Research Work (theoretical or experimental) after graduation:

- a. Period:
- b Subject:
- c. Institution:
- a. List of publications (add additional sheets if necessary and enclose reprints):
 - 1.
 - 2.

Command of English

10. Proof of good command of English includes:

Proof of **proficiency in English**. Proof of English proficiency is compulsory and can be documented by the following certificates (provided by the institution):

- I am a member of the EEA (European Economic Area¹): no proof of language proficiency required;
- A document attesting that at least 1 year of secondary education has been completed in English;
- A diploma of primary education stating that English was the language of instruction;
- A document attesting that English is the language of instruction for several courses followed (at least 15 ECTS);

A language test: only TOEFL, TOEIC, IELTS, CPE, CAE are accepted. The minimum requirements are TOEFL: paper-based: 550, computer-based: 213, internet-based: 80; TOEIC: 860; IELTS-academic module: Band 6.5; CPE: Grade C; CAE: Grade B. Some programmes do require higher scores. Please check with the programme director for the requested score. Scores should be sent directly by the examination centre to the VUB under sealed envelope. **Officially authenticated copies are not accepted.**

If you have taken a language test, please **indicate which one**:

- Test of English as a Foreign Language (TOEFL)
- Test of English for International Communication (TOEIC)
- International English Language Testing System – academic module (IELTS)
- Cambridge Certificate of Proficiency in English (CPE)
- Cambridge Certificate of Advanced English (CAE)

Taking a test after the deadline of application will delay the screening of your file.

¹ You are a European Economic Area (EEA) national if you are a citizen or national of one of the following countries: Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom. If you have permanent residence in, but not citizenship of, any of these countries, you are not an EEA national. You are a European Economic Area (EEA) national if you are a citizen or national of one of the following countries: Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom. If you have permanent residence in, but not citizenship of, any of these countries, you are not an EEA national

Professional information

11. Details of employment and duties (add additional sheets if necessary)

- 1. Employers name:
Employers address:
Your position:
Duration of your work:

- 2. Employers name:
Employers address:
Your position:
Duration of your work:

- 3. Employers name:
Employers address:
Your position:
Duration of your work:

Application information

12. State precisely which programme you want to apply for. When applying for two programmes, indicate which programme is your first choice and which programme your second. The correct denomination of the programmes can be found on:

<http://www.vub.ac.be/english/downloads/studyinginthecapitalofeurope.pdf>

1.
2.

13. Please note that the statement on the next page has to be completed and included. Applications without a **signed** statement and/or motivation will not be considered.

STATEMENT

I, undersigned(name) enclose the following documents: (indicate with which documents you enclose):

- A completed Application Form with signed statement
- A completed Degree Access Certificate (completed by your home university)
- An officially authenticated copy of the diplomas² you obtained: **Only original copies under envelope sealed by the university or officially authenticated copies are accepted. Copies of authenticated copies are NOT accepted.**
- Officially authenticated copies of the transcripts of academic records (mark sheets) of all academic years. **Only original copies under envelope sealed by the university or officially authenticated copies are accepted. Copies of authenticated copies are NOT accepted³.**
If these documents are not in **English, French or Dutch, OFFICIAL TRANSLATIONS** (=by a sworn translator) in one of these 3 languages must be added)
- 2 letters of recommendation
- Certificates** of enrolment taken at other Flemish universities (if applicable)
- A comprehensive **motivation**
- A **copy of a valid ID-card** or passport. Foreign students already residing in Belgium should enclose a copy of the residence permit
- 1 photograph**
- APS-Certificate (this is **only** applicable if you have the **Chinese nationality**)

Language proficiency:

- I graduated at an English-speaking primary or secondary school (certificate issued by the primary or secondary school that English is the language of instruction for all courses taught must be enclosed), or at a university where I followed courses taught in English (minimum 15 ECTS-credits).
- I took /will take the TOEFL, IELTS, TOEIC, CAE, CPE-test* on/...../... and have asked the examination centre to send my result to the VUB under sealed envelope. (*** indicate which test you took**)
- I am a member of the European Economic Area.

I declare upon oath that this information is correct and complete and that I have sufficient funds to cover my expenses resulting from enrolment at the Vrije Universiteit Brussel. I acknowledge that admission will be refused if the information is incorrect and that I cannot claim university subsidized accommodation, financial or material help from the Vrije Universiteit Brussel during my studies.

I declare that I, or one of my representatives, understand that the decision taken by the admission committee is final and not open to further discussion.

I hereby authorise the Vrije Universiteit Brussel to verify the information presented on this form and to procure investigative and credit history reports for that purpose.

Date:..... /..... /.....

Name :.....

Signature:.....

² University degree, equivalent to a Flemish Bachelor's degree (obtained after minimum 3 years of study = 180 ECTS in an academic curriculum) or a master's degree (obtained after minimum 4 years of study = 240 ECTS in an academic curriculum).

³ Applicants from **African countries** should request their home university to send the transcripts under sealed envelope to the Vrije Universiteit Brussel.



DEGREE ACCESS CERTIFICATE

This form has **to be completed by the university or Ministry of Education** from the home country issuing the degree that gives access to a postgraduate degree (Master or subsequent Master) at university level:

I, the undersigned, hereby declare that the diploma awarded to
(Name and First name of the student/applicant), **born on** (Place and date of birth).....,
...../...../..... **allows access to postgraduate studies at the following level in the country in which the diploma was awarded: (strike out whichever is not applicable)**
Master with bridge programme or pre-master / Master without bridge programme / subsequent Master or PhD.

This diploma was awarded by the following university or institute of higher education:

Name and address of university or institute: **(indicate university or non university institute)**

University Institute of higher education (non university)

Name:

Address:

Postal code:

Country

Title of the degree or diploma awarded to the student:

Total ECTS-credits obtained:

I, the undersigned:

Prof./Dr/Mr/Mrs (Name and First name):

Title or Function:

At: University Ministry of Education

E-mail (compulsory):

Date:

Signature + Seal:.....

This certificate is not valid if not under envelope sealed by the testifying institute.



LETTER OF RECOMMENDATION

APPLICANT:

First name (given name):

FAMILY NAME (SURNAME):

APPLYING FOR THE FOLLOWING PROGRAM:

RECOMMENDER:

Name:

Function:

Institution/Firm:

***To the applicant:** Please complete the above lines of the recommendation letter and forward it to an Academic staff member, scientist or scholar who is familiar with your (recent) (professional) activities. Two letters of recommendation are required. These letters or recommendation should be returned **together** with the completed admission application form and other requested enclosures.*

***To the Recommender:** the registrar of the Vrije Universiteit Brussel greatly appreciates your cooperation in assessing the applicant for the above postgraduate course. Please give your opinion frankly as to the applicant's professional strengths and weaknesses. The completed letter of recommendation must be signed and returned under **sealed** envelope to the applicant*

1. How long have you known the applicant and in what connection?
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2. To what degree do you think the applicant is capable of adapting to conditions that are very different from the conditions he/she is familiar with?
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3. What is according to you the applicant's main strength in a professional/scientific/academic context?

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.....
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.....

4. If the applicant were to apply for a similar course at your institution, would you accept him/her

- readily with reservation not at all

5. Please rate the applicant in comparison to his/her peers.

intrinsic intellectual ability	top 2%	top 20%	above average	under average
breadth of general knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
quality of oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to carry out individual research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6. Which overall recommendation would you give?

- I highly recommend the applicant
- I recommend the applicant
- I recommend with the following reservation
- I do not recommend the applicant

7. If there are any important comments you would like to give which are not sufficiently covered by the above questions, we would appreciate it if you would give them below:

.....

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Date:/...../.....

Recommender's name and signature:

Seal:

To guarantee confidentiality, we would appreciate it if you would issue this letter of recommendation under sealed envelope.



USEFUL INFORMATION

1. Language tests

TOEFL

e-mail: toefl@ets.org

Website : <http://www.toefl.org>

Code V.U.B.: 3574

IELTS

e-mail: ielts@ucles.org.uk

website <http://www.ielts.org>

Cambridge Certificates

e-mail: general.enquiries@britishcouncil.org

website: <http://www.britishcouncil.org>

TOEIC

e-mail: toeic.belned@skynet.be

website: <http://users.skynet.be/toeic.belned>

2. Sufficient financial means: not just a formality!

Studying overseas can be a wonderful and enriching experience in many ways: academically, socially, culturally... This off course implies that you have the financial means necessary to enjoy all the experiences life as an international student offers you. Besides the VUB-tuition fee, you should have at-least 10.000,00 EUR yearly for the duration of your studies.

To be well informed on the amount of money needed, the cost of living in Brussels and other financial information you need to know before you leave, please read the information on the following site carefully:

<http://www.vub.ac.be/english/infofor/prospectivestudents/suffin.html>

Despite these warnings, every year some foreign students ask the Social Services Department for financial support. Please note that the university is not in a position to help them. It would be such a shame to have to leave the university and/or the country because of lack of funds. Do not let this happen to you!

1. Tuition fees

Tuition fees vary according to the type of programme and the nationality of the student (member of the European Economic Area). The tuition fee is set by the VUB Board and is subject to change. To know the exact tuition fee of the programme of your choice please consult the website:

<http://www.vub.ac.be/english/infofor/prospectivestudents/fees.html>

2. Practical information

All practical information you might need on visa matters, housing, what to do when you arrive in Brussels, was conveniently gathered in the brochure "Before you take off". You can download it at <http://www.vub.ac.be/english/downloads/beforetakeoff.pdf> or ask for a hard copy.

Still some questions? The International Relations and Mobility Office of the Vrije Universiteit Brussel will be glad to assist.

telephone: 00 32 2 880 12 80

e-mail : International.Relations@vub.ac.be