HOW TO APPLY FOR A BACHELOR?
INTRODUCTION

Please note that VUB only has 1 English taught bachelor program, Bachelor of Social Sciences. All our other bachelors are taught in Dutch. If you wish to apply for one of these programs you will need to provide a proof of Dutch language proficiency.

For more English taught programs please contact our partner Vesalius College.

Your admission application will go through the following steps:

- **Step 1**: create account, provide personal details
- **Step 2**: you receive a temporary user account for your application
- **Step 3**: complete your online application request
- **Step 4**: you receive the payment request for the application fee
- **Step 5**: 1st application screening after receipt of your payment
- **Step 6**: academic screening of your application
- **Step 7**: formal screening of your application
- **Step 8**: you will receive final result of your application
- **Step 9**: You can use your letter of acceptance to enroll
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**STEP 1: CREATE AN ACCOUNT**

Click "create account".

You should now see the screen below. Belgian citizens or students with a residence permit can use their electronic identity card and a card reader to fill out the application form. Please note the name you provided will appear on your letter of acceptance and diploma, so you should make sure it is filled out correctly.
THE FIELD “STATUTE”

This field will be filled out automatically for Belgian and European citizens. Non-European citizens will be able to choose several options:

Students (who will be) staying in Belgium with a student visa should choose “Other”. Students staying in Belgium with a different type of visa can choose the nature of their stay.

CLICK “SAVE”

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 you.

**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.

**SECONDARY 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.

**CLICK ‘SAVE’ TO PROCEED**

**HIGHER EDUCATION**

To apply for a bachelor program you only need a secondary education. Should you already have obtained a higher education diploma you can always add it to your file, but it is not mandatory.
**Step 4: Social Services**

**Not Applicable for Foreign Students**

Please note this page is specifically designed for Belgian students. You can ignore this part and click ‘save’.

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**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](#).

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Click ‘save’
STEP 5: INTAKE SURVEY

Please fill out the intake survey. This is for statistical purposes only, and will not affect your application.

Some students quickly find their way around the university, but we want to be of assistance to all students. To optimize the study support program in relation to the students' needs, we have developed this questionnaire. We want as many students as possible to have a successful year! So please take some time to answer the following questions.

Student career

*How many hours of mathematics instruction were included in your curriculum in your final year of secondary school? (Amount of hours per week)
Choose one of the following answers

○ 0 / 1 / 2 h
○ 3 h
○ 4 h
○ 5 h
○ 6 h
○ 7 h
○ 8 h / >8h

*Your final grade that year was approximately between:
Choose one of the following answers

○ Less than 60%
○ 61-70%
○ 71-80%
○ 81-90%
○ 91-100%
**STEP 6: PROGRAM REQUEST**

Select the programs of your choice on this page.

**SCHOLARSHIP PROGRAM**

**Not applicable for bachelor students.** **WORKING AND STUDYING**

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.

**PEL/IEG**

PEL / IEG is meant for working students who will apply for paid educational leave with their Belgian employer.

**TIP: If you are not currently working for a Belgian employer choose 'day classes' and 'not applicable'.**

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

**CHOICE OF PROGRAM**

Finally, you need to indicate the program of your choice.
Please tick the box 'this is my first enrollment within Flemish Higher Education’ if you have never studied in Flanders before. Exchange programs do not count.

Please don’t tick the box ‘[...] to combine enrollments’.

**TIP:** all programs with (NL) at the end are programs taught only in Dutch.
**STEP 7: DOCUMENT CHECKLIST**

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

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”.

### REQUIRED DOCUMENTS

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<th>Document Type</th>
<th>Browse...</th>
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<tbody>
<tr>
<td>Passport photo (max. 500 Kb)</td>
<td></td>
</tr>
<tr>
<td>Copy of identity card</td>
<td></td>
</tr>
<tr>
<td>Proof of Statute</td>
<td></td>
</tr>
<tr>
<td>Proof of linguistic requirements</td>
<td></td>
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<tr>
<td>Secondary education diploma or proof of self exam</td>
<td></td>
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<tr>
<td>Higher education diploma</td>
<td></td>
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<tr>
<td>Proof of admission to evening classes</td>
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### EXTRA DOCUMENTS

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Browse...</th>
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<tbody>
<tr>
<td>Extra documents</td>
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### UPLOADED DOCUMENTS

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<th>Save...</th>
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For more information regarding the required documents in general you can consult this [link](#).

You will need following documents:

- Passport photo
- Copy of identity card
- **Proof of linguistics requirements**
- Secondary education diploma
- Motivation letter

For more information regarding the ‘Proof of linguistic requirements’ you can consult this [link](#).

**TIP: didn’t obtain your bachelor yet? No problem, use a registration certificate instead and provide us with preliminary grade sheets.**

**TIP: does the required documents checklist in your application differ from the documents mentioned here? Please ignore these items en provide the documents listed here.**
STEP 8: FINISHING YOUR APPLICATION

You can now finish your application!

CLICK ON THE GREEN “FINISH” BUTTON
Click on the green ‘finish’ button (the text itself) to submit your application.

Your application will be processed by the Admission Office when we have received the application fee of €50.

TIP: when you have clicked on the button your application will be mentioned with the status ‘waitlist’ as can be seen below

TIP: only click on the finish button once per program request. If you applied for the same program twice, try not to finish it at the end. You will receive double communication which may cause confusion.
Frequently asked questions

I can’t finish my application, now what do I do?
If you get an error message while you try to finish your application, you can contact us via our online form in which you need to mention your temporary user account.

I haven’t received my payment request for the application fee, how can I pay?
Please make sure you finished your application. You should see that your application has been placed on the waiting list when you check the status of your file in the online application website.

Please make sure the request wasn’t delivered in your spam folder.
If you haven’t received a request contact us via the online form and mention your temporary user account.

When will my file be screened?
As soon as we have received your payment (if required) your file will be placed on the screening list. Depending on the number of application files it can take up to 4 weeks to get your file screened.

Where can I check the status of my file?
For the moment you can only wait for our status update which you will receive via e-mail. Should you wish to add documents to your admission application to complete your file you can do so via your student self service.

How can I add documents to my application file?
You can login to your student self service with your temporary user account. Navigate to Main Menu > Self Service > Student Admission > Self Service enrollment, select the program you applied for and click ‘continue’. You can upload documents by clicking the paperclip icon.

I get an error message when I try to upload documents, how can I complete my file?
You can send your extra documents via the online form, we will add them to your application and send you a notification when we have done so.

How long will the application process take?
Your file will be screened by 3 different parties, more if your file needs extra documents. Therefore it can take up to 2 months to get your application result. But you will be updated each step of the way via e-mail.

I applied for the wrong program, can I switch programs?
If you noticed you applied for the incorrect program, please fill out the application website again using your temporary user account. Should you have paid the application fee for the wrong program in the meantime, please let us know via the online form, we will transfer the application fee to the correct program.

What secondary education diplomas have direct access to a bachelor at your institution?
On this list you can find all diplomas that grant direct access to a bachelor at VUB.

Your question isn’t listed?
Contact us via the online form.