How to apply for a master?
Important

Deadlines

As application deadlines may vary every academic year, please consult our website. Applications received after these dates will not be taken into consideration.

Required documents

All applications must be complete upon submission. There are general required documents, which are the same for all our programmes, and programme-specific documents.

In general, the following documents are to be uploaded when applying for the master program:

- ID or passport (front and back)
- Recent picture
- Bachelor degree and transcripts
- Proof of language proficiency (check the website for language requirements)
- Motivation letter
- 2 reference letters

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Your admission application consists of the following steps:

| Stap 1  | • Create an account  
|         | • Provide personal details |
| Stap 2  | • You receive a temporary user account for your application |
| Stap 3  | • Complete your online application |
| Stap 4  | • First screening of your application by the Student Administration |
| Stap 5  | • If deemed necessary, academic screening of your application by the faculty |
| Stap 6  | • Formal screening of your application |
| Stap 7  | • By email, you are notified of the result of your application |
| Stap 8  | • You can use your conditional letter of acceptance to enrol |
**STEP 1: CREATE AN ACCOUNT**

Click on ‘Create new account’.

You should now see the screen below.

Your email address will also serve as your temporary username, which you will use during the entire application procedure. After filling out your email address and
password, **tick the 'I'm not a robot' box.** A Captcha screen, such as the one below, will pop up and ask you to perform a certain task.

![Captcha Screen](image)

After having performed and verified the Captcha-task, click on 'Next step'. As a result, the following screen should appear.

![Personal Details Screen](image)

Belgian citizens or students with a residence permit can use their electronic identity card and a card reader to fill out parts of the application form. **If this does not work, start afresh and fill out everything manually.**
Please note that the name you provide will appear on your letter of acceptance and diploma, so you should make sure it is official and filled out correctly.

Note: ‘Name’ refers to your family name/surname and ‘first name’ refers to your given name.

**RESIDENCE STATUS**

Belgian and European citizens have only one option to choose from in this field (Nationals of the European Economic Area). Non-European citizens will be able to choose from several options.

Students who are applying to stay in Belgium on a student visa should choose ‘Other’. Students staying in Belgium on a different type of visa can choose the nature of their stay.

**BELGIAN REGISTRATION NUMBER**

This field is strictly for Belgian students or students with a residence permit for Belgium. International students can leave the field blank.

**BANK ACCOUNT NUMBER**

Please leave the field for the bank account number blank.

**OFFICIAL RESIDENCE ADDRESS**

Only students with a Belgian national ID number (or Belgian national registration number) can provide a Belgian address here. All other students should fill out an address from their home country.

After filling out your personal details and official residence address, click on ‘Create account’.

Terug naar de inhoudsopgave.
**STEP 2: PRIVACY PREFERENCES**

This page allows you to adjust your privacy preferences. The university will only disclose your personal information to third parties if you give your permission and if it is deemed beneficial for you.

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Specify whether your details may be disclosed upon request of third parties, if deemed useful by the VUB.

Pursuant to the Privacy Act, I hereby

- [ ] give permission

To disclose, upon request of third parties, the data mentioned in this request and/or included in the student database if the university deems this disclosure to be in the interest of the student. This permission is automatically renewed with each subsequent enrolment via an enrolment form. The permission can only be cancelled by contacting the Education and Student Administration.

For more information, please visit my_vub_base/privacy.

Display my Personal Details  

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Terug naar de [inhoudsopgave](#).
**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, which influence your course options.

**SECONDARY EDUCATION**

Students who created an account with their electronic ID will notice that the information has been filled out already. If it has not been filled out, please do so manually.

Students who did not obtain their diploma in Belgium should choose ‘Foreign country’ as location, after which you can specify in which country you obtained your degree.

If you are a **Belgian student** and obtained your degree through the Examination Board, fill out the secondary education form by selecting ‘Foreign country’ as location and afterwards selecting ‘Belgium (BEL)’ as country (see screenshot below). You’ll then be able to proceed and fill out ‘Examination Board’ as your school.

Terug naar de [inhoudsopgave](#).
If you are an international student and you obtained your degree through the Examination Board, proceed as usual. Select 'foreign country' as location and your country of origin. Fill out 'Examination Board' as your school.

To select your diploma, click on the search button and select '99, Andere/Other' as diploma, then proceed to specify your diploma name.

**Note:** The information on your ID is determined by the Databank voor Hoger Onderwijs. This means that your graduation year is the first year of the academic year in which you obtained your degree.

For example: A degree obtained in 2015-2016, was obtained in 2015.

Please do not forget to tick the ‘Higher Education Flag’-box, if you have completed or will soon be completing higher education.
Fill out the ‘My Higher Education’ form if you’ve ever applied to college or university.

If you obtained more than one degree in higher education, click on the ‘+ icon’ and fill out the details.

**Your application will be reviewed based mostly on this information.** It is thus important to fill out the form as accurately as possible.

**Please only mention degrees you have obtained.** Obtained credits do not qualify. However, after enrolling, you can enquire into possible subject exemptions at your faculty.

If you have listed (all) your higher education diploma(s) under ‘My Higher Education’, click ‘Next step’.
STEP 4: SOCIAL SERVICES

Please note that this page is not applicable to foreign students, as it is designed specifically for Belgian students. **Students applying on a student visa are not eligible for a scholarship from the Flemish Community.**

If you wish to **rent a VUB room**, you should consult the following link in order to apply: [https://my.vub.ac.be/en/housing](https://my.vub.ac.be/en/housing)

If you are applying to study at the VUB on a student visa, you can simply proceed to the next step.

The Vrije Universiteit Brussels helps make it comfortable for you to live and study in Brussels.

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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:


- [ ] Renting a VUB room

**DISABILITIES**

The Vrije Universiteit provides targeted services for students with disabilities. For further information contact the Disability and Study Department:


**ATHLETE**

- [ ] I wish to apply for the status of athlete

For more information visit -class-sports:


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Terug naar de [inhoudsopgave](#).
STEP 5: PROGRAMME SELECTION

Select the programmes of your choice on this page.

**SCHOLARSHIP PROGRAMME**

You cannot apply for a scholarship on this page. Please leave this section blank as filling it out might create technical errors.

Students who have been granted a scholarship can submit proof of this by uploading the document later at step 6, ‘Document checklist’. It can be uploaded as extra document. If there is no room left, it can also be sent to studentadministration@vub.be.

**WORKING AND STUDYING**

You can opt for day or evening classes.

Note: not every programme offers evening classes! You need to fill out additional information if you choose to enrol for evening classes.
BEV/OVV (Paid educational or training leave)
BEV / OVV are meant for working students who will apply for paid educational leave with their Belgian employer.

If you are applying for paid educational leave, fill in the form as follows:

WORKING AND STUDYING

More info:
- Select day or evening classes
- BEV / OVV
- Proof of employment / recipient of social security benefit, I solemnly swear:
- Work situation

If you are not currently working for a Belgian employer, choose ‘Day classes’ and ‘Not applicable’.

Please note that international students who are applying to study in Belgium on a student visa have to take up a full-time course load and thus apply for day classes.

If you are an international student applying to study at the VUB on a student visa, make sure you select ‘Day classes’ and ‘Full time’ course load:

WORKING AND STUDYING

More info:
- Select day or evening classes
- BEV / OVV
- Proof of employment / recipient of social security benefit, I solemnly swear:
- Work situation

VISITING OR EXCHANGE STUDENT

Not Applicable

CHOICE OF PROGRAMME

- This is my first enrolment within Flemish Higher Education
- This is a registration for which I wish to combine enrolments in diploma contracts

Course filter:
- Show the complete list of VUB courses. I am registering based on my file.
- Show those programmes which are available on the basis of my previous education

Create A New Application

- Course Load: Full-Time
- Registration period
- Training level
- Programme
- Course plan
- Required field

Terug naar de inhoudsopgave.
VISITING OR EXCHANGE STUDENT
Choose ‘Not applicable’.

CHOICE OF PROGRAMME
Finally, you need to indicate the programme of your choice.

Please tick the box ‘this is my first enrolment within Flemish Higher Education’ if you are applying for your first master’s programme in Flanders. Exchange programmes do not count.

Please note that international students who require a student visa need to take up a full-time course load!

So please do not tick the box ‘This is a registration for which I wish to combine enrolments in diploma contracts’, as you will have to take up a full-time course load and cannot combine two courses.

If neither is applicable, tick neither of the boxes.

You can choose the course filter, however, if you choose ‘Show those programmes which are available on the basis of my previous education’ and your programme of choice is not available, choose the first option: ‘Show the complete list of VUB courses. I am registering based on my file’.

Note: If you cannot find your desired training level, check whether you have saved your previous higher education, if the scholarship field is filled out (if so, leave it blank) and whether you have selected day classes. All these parameters influence the number of choices in your programme request.

Note: All programmes ending with (NL) are programmes solely taught in Dutch. If you wish to apply for one of these programmes you will need to provide proof of Dutch language proficiency.
Note: If you cannot find your programme whilst you selected a scholarship (on top of this page), leave the scholarship section blank. This information can be added to your file at a later stage. Our office receives lists of all selected scholarship candidates.

Fill out the rest of the form and select ‘Next step’ to continue.
**STEP 6: DOCUMENT CHECKLIST**

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

If you do not possess the required documents yet, these can later be uploaded to your Studenten SelfService.

If you do not succeed in uploading the documents to your Student SelfService either, you can send the documents as attachment in an email to studentadministration@vub.be.

For more information regarding the required documents in general, you can consult this link.

The following documents are required for a master:

- Bachelor degree and transcripts
- Copy of identity card and/or passport
- A recent passport picture
- A motivation letter (template)
- 2 reference letters
- Proof of language proficiency (more information)
- Chinese nationals who obtained a degree in China will also need an APS-certificate

If you have not yet obtained your diploma, use a registration certificate instead and provide us with preliminary grade sheets.

Once you have uploaded (all) the documents, click on ‘Next Step’.

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**REQUIRED DOCUMENTS**

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<tr>
<th>Request Description</th>
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<td>Attachment</td>
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<tr>
<td>2 Proof of identity</td>
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<td>3 Diploma secondary education</td>
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<tr>
<td>4 Diploma higher education</td>
<td>Upload</td>
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<tr>
<td>5 Proof of language proficiency</td>
<td>Upload</td>
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<tr>
<td>6 Non EEA students</td>
<td>Upload</td>
<td>No file selected</td>
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**ADDITIONAL DOCUMENTS**

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Terug naar de inhoudsopgave.
STEP 7: INTAKE SURVEY

Please note that this survey is specifically designed for Belgian students. You can ignore this part and click ‘Next step’.

STEP 8: COMPLETING YOUR APPLICATION

You can now complete your application!

1. Click on the checklist icon in order to submit your application.

2. Confirm that you want to submit your application

   Note: Only click on the submit button once per programme request. If you accidentally applied for the same programme twice, try not to finish it at the end. You will receive every communication twice, which may cause confusion.

3. Once you have confirmed that you want to submit your application, you will receive the following notification:
Message

Application submitted (21000,190)

Your application has been submitted. You will receive further status updates by email.

OK
FAQs

I CANNOT COMPLETE MY APPLICATION, WHAT SHOULD I DO NOW?
If you get an error message or the system does not respond when applying, send an email to studentadministration@vub.be in which you mention your temporary user account.

WHEN WILL MY APPLICATION FILE BE REVIEWED?
As soon as we have received your application, your file will be placed on a list with applications to review. Depending on the number of application files, it can take up to 4 weeks for your file to be reviewed.

WHERE CAN I CHECK FOR POSSIBLE DEVELOPMENTS IN MY APPLICATION REVIEW?
You can check the status of your file by logging in to the Student SelfService with your temporary user account. If you click on ‘Admissions and registration’ you will be able to see which phase of review your application is currently in.

HOW CAN I ADD DOCUMENTS TO MY APPLICATION FILE?
You can log in to your Student SelfService with your temporary user account. Navigate to Main Menu > SelfService> Student Admission > SelfService enrolment, select the programme you applied for and click ‘continue’. You can upload documents by clicking the paperclip icon.

I RECEIVE AN ERROR MESSAGE WHEN I TRY TO UPLOAD EXTRA DOCUMENTS. HOW CAN I COMPLETE MY APPLICATION FILE?
You can send your extra documents to studentadministration@vub.be. We will add them to your application file and notify you when we have done so.

HOW LONG WILL THE APPLICATION PROCESS TAKE?
Your file will be reviewed by 3 different parties or more if your file needs extra documents. Therefore, it can take up to 2 months to get your application result. By email we will notify you of every development in your application case.

I APPLIED FOR THE WRONG PROGRAMME, CAN I SWITCH PROGRAMMES?
If you notice you applied for the incorrect programme, please fill out the online application again, using your temporary user account. If you then send an email to studentadministration@vub.be, we will cancel the incorrect application.

MY QUESTION IS NOT LISTED?
Send an email to studentadministration@vub.be.