HOW TO APPLY FOR A MASTER?
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IMPORTANT

APPLICATIONS NOT ScreenED (PRIMARILY) BY VUB
Please note that applications for the following programs are NOT managed by the Vrije Universiteit Brussel:

- Master of Science in Architectural Engineering
- Master of Science in Chemical and Materials Engineering
- Master of Science in Civil Engineering
- Master of Science in Electro-mechanical Engineering
- Master of Science in Electronics and Information Technology Engineering
- Advanced Master in European Integration and Development
- Advanced Master in International and European Law
- Master of Science in Water Resource Engineering
- Master in Urban studies
- Erasmus Mundus Masters Course in Tropical Biodiversity and Ecosystems

DEADLINES
Please consult our website for the different deadlines. 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, the same for all our programs, and program specific documents.

General required documents:
- Passport picture
- Proof of identity
- Bachelor diploma (or registration certificate if you are still in your last year or graduation certificate if your degree hasn’t been awarded yet)
- Transcripts of records
- Proof of language proficiency

Chinese nationals who obtained their degree in China also require an APS-certificate.

Program specific documents:
Most programs also require a motivation letter and 1 or 2 reference letters. You can check these ‘special requirements’ via the program webpages.

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1 All applicants who do not have a Flemish diploma must submit a pre-application first via the Brussels Faculty of Engineering (BRUFACE) first.
2 See above
3 See above
4 See above
5 See above
6 All applicant seeking admission into this program must apply via the IES website first
7 See above

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# INTRODUCTION

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 |
| 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 by faculty |
| 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 start filling out the application form. **Please note that the name you provided will appear on your letter of acceptance and diploma**, so you should make sure it is official and filled out correctly.

**TIP:** “Name” refers to your family or surname and “first name” refers to your given name.
THE FIELD “STATUTE”
This field will be filled out automatically for Belgian and European citizens. Non-European citizens will be able to choose from 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.

BANK ACCOUNT NUMBER
Please leave the field for the bank account number empty.

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.

![Image of Privacy Preferences Form](image_url)

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 Button]
**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 diploma in Belgium, should choose “Abroad”.

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You can then specify in which country you have obtained your diploma. Fill out the rest of the page when you have done so.

Click ‘Save’ to proceed
HIGHER EDUCATION
Fill out all required fields and click ‘save’.

CLICK ‘SAVE’
If you have obtained more than one higher education diploma, please fill out the details again and click ‘save’ again.

The admissions office will screen your file based on this information. It is in your best interest to fill this out as accurately as possible.

Please only mention **diplomas that you have obtained**. Credits obtained in the context of an exchange program do not qualify.
Click ‘continue’
If you have listed (all) your higher education diploma(s) under ‘my higher education’, click ‘continue’.
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’.

CLICK ‘save’
**STEP 5: INTAKE SURVEY**

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

**STEP 6: PROGRAM REQUEST**

Select the programs of your choice on this page.

**SCHOLARSHIP PROGRAM**

First you are asked if you will receive a scholarship for your program. You will need to submit proof of this later. You **cannot apply** for a scholarship on this page. This page is simply meant to indicate whether or not you will receive one.

Select your scholarship if applicable. Please note that only a select number of programs are eligible for supported scholarships.

**TIP:** If you cannot find your program whilst you selected a scholarship, leave the scholarship section blank.

Specify the scholarship type.
**Working and Studying**

Once you have filled out the scholarship information, you can opt for taking day or evening classes. Note: not every program provides evening classes!

You need to fill out additional information if you choose to follow evening classes.

**PEL/IEG**

PEL / IEG are 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.
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 do not tick the box ‘[...] to combine enrollments’.

**TIP:** If you cannot find your desired training level, check if 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 program request.

**TIP:** All programs ending with (NL) are programs solely taught in Dutch. If you wish to apply for one of these programs you will need to provide proof of Dutch language proficiency.

**TIP:** If you cannot find your program 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 off all selected scholarship candidates.
**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.

If you do not possess the required documents yet, these can be uploaded later in your Student Self Service. Once you have uploaded (all) the documents, click “Save” and then “Continue”.

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

These documents are required:

- Diploma and transcripts of records (mark sheets)
- Copy of identity card and/or passport
- A recent passport picture
- A motivation letter [template](#)
- 2 reference letters [template](#)
- Proof of language proficiency [more information](#)
- Additional special requirements as shown on the programs pages
- Chinese nationals who obtained a degree in China will also need an APS-certificate

For more information regarding the ‘Proof of linguistic requirements’, you can consult this link.

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8 Not required for the MSc in Management

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TIP: If you did not obtain your bachelor diploma yet, use a registration certificate instead and provide us with preliminary grade sheets.

**STEP 8: FINISHING YOUR APPLICATION**

You can now finish your application!

**CLICK ON THE GREEN “FINISH” BUTTON**
Click on the green ‘Finish’ button to submit your application.

Your application will be processed by the admissions office once 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’ or ‘application’.

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 every communication twice which may cause confusion.
Frequently asked questions

I cannot 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 mention your temporary user account.

I have not received my payment request for the application fee, how can I pay?
Please make sure you have 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 was not delivered in your spam folder.

If you have not 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, 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?
At present, you can only wait for our status updates, 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 log in 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 file 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. However, you will be updated of each step of the process 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 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.

Your question is not listed?
Contact us via the online form.

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