



## Admission procedure to the School of Arts Ghent based on a foreign degree

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Dear candidate-student,

Thank you for your interest in the School of Arts Ghent.

Before you are allowed to enroll, you must prove that you meet the admission requirement as specified in the Education and Examination Regulations of the University College Ghent.

## A. Copy of the diploma

We will need an authenticated copy of your diploma, depending on the country of origin.

The different types of authentication are:

- Certified copy: this is a copy of your documents carrying a stamp of the institution where the documents were issued.
- Copy with apostille: this is a copy of your documents with an apostille issued by a competent authority. You can find a list of competent authorities via [this](#) link.
- Legalised copy: this is a copy of your documents bearing a legalization seal. This legalisation can only be done by a Belgian embassy or consulate in the country of origin on the documents.

<b>No action required</b>				
Belgium				
<b>Authenticated Copy</b>				
Austria	Denmark	France	French Guiana	Germany
Guadeloupe	Ireland	Italy	Latvia	Luxembourg
Netherlands	United Kingdom	Switzerland		
<b>Copy with apostille [competent authority: cfr <a href="http://www.hcch.net">http://www.hcch.net</a>]</b>				
Andorra	Argentina	Australia	Anguilla	Antigua & Barbuda
Armenia	Aruba	Azerbaijan	Bahamas	Barbados
Belarus	Belize	Bermuda	Bosnia / Herzegovina	Botswana
Brunei Darussalaam	Cape Verde	China – Hong Kong	China – Macau	Colombia
Costa Rica	Croatia	Cyprus	Czech Republic	Dominica
Ecuador	El Salvador	Estonia	Fiji	Finland
French Polynesia	Georgia	Greece	Guam	Honduras
Hungary	Iceland	India	Israel	Japan
Kazakhstan	Lesotho	Liechtenstein	Lithuania	Macedonia, FYR
Malawi	Malta	Marshall Islands	Mauritius	Mexico
Moldova	Monaco	Montenegro	Namibia	Netherlands Antilles (Curacao and Saint Maarten)
New Caledonia	New Zealand	Norway	Oman	Panama
Peru	Poland	Portugal	Puerto Rico	Romania
Russian Federation	Saint Kitts and Nevis	Saint Lucia	Saint Vincent and the Grenadines	Samoa
San Marino	Sao Tome and Principe	Serbia	Seychelles	Slovakia
Slovenia	South Africa	South Korea	Spain	Suriname
Swaziland	Sweden	Switzerland	Tonga	Trinidad & Tobago
Turkey	Turks & Caicos Islands	Ukraine	U.K. of Great Britain and Northern Ireland	U.S.A.
Uruguay	Venezuela	Wallis and Futuna		
<b>Legalisation required</b>				
Afghanistan	Albania	Algeria	Angola	Bahrain
Bangladesh	Benin	Bhutan	Bolivia	Brazil
Burkina Faso	Burundi	Cambodia	Cameroon	Central African Republic
Chad	Chile	China	Comoros	Congo-Brazzaville
Congo, The Democratic Republic	Cote d'Ivoire	Cuba	Djibouti	Egypt
Equatorial Guinea	Ethiopia	Gabon	Gambia	Ghana
Greenland	Grenada	Guatemala	Guinea	Guinea-Bissau
Guyana	Haiti	Indonesia	Islamic Republic of Iran	Jamaica
Jordan	Kenya	Kosovo	Kuwait	Kyrgyzstan
Laos	Lebanon	Liberia	Libya	Madagascar
Malaysia	Maldives	Mali	Mauritania	Micronesia, Federated States of
Mongolia	Morocco	Mozambique	Myanmar	Nauru
Nepal	Nicaragua	Niger	Nigeria	North Korea
Pakistan	Palestine	Papua New Guinea	Paraguay	Philippines
Qatar	Rwanda	Saudi Arabia	Senegal	Sierra Leone
Singapore	Solomon Islands	Sri Lanka	Sudan	Syrian Arab Republic
Tajikistan	Tanzania, United Republic of	Thailand	Timor-Leste	Togo
Tunisia	Turkmenistan	Tuvalu	Uganda	United Arab Emirates
Uzbekistan	Vanuatu	Vietnam	Yemen	Zambia
Zimbabwe				

Bear in mind that any scans, photocopies or any other forms of personal reproduction **will not** be accepted.

If your documents are in any language other than Dutch, French, German or English, then you must provide a sworn translation that meets the same requirements as the copy of your diploma (certified, apostille or legalization).

- In Belgium: at the “Rechtbank van Eerste Aanleg”.
- Via a sworn translator of the Belgian Embassy or Belgian Consulate of the country of origin of the documents.

## **B. Language requirements**

The language of instruction at the University College Ghent is Dutch. If this is not your mother tongue or if you have not completed a successful academic year in the Dutch education system, you will need to prove that you have mastered the language by means of a language certificate. The minimum level we require for our Dutch spoken courses is “Vantage” in the European framework of reference (ERK B2).

A level ERK B2 corresponds to:

- Certificate of passing a level 5 class at the University Language Centre;
- Certificate of passing the “Interuniversity Test of Dutch for Speaker of Other Languages (ITDSOL)” level B2 (also known as the ITNA-test);
- Certificate of focus degree 3 - level 8, obtained at a Centre of Adult Education
- Certificate of Dutch as a foreign language, profile professional language proficiency issued by the Dutch Language Union (Nederlandse Taalunie).

Candidate-students are allowed to follow a preparatory language year of Dutch before the start of their Bachelor programme, to reach the necessary level of proficiency required. Enrolling for the language course and obtaining the required certificate is the responsibility of the student.

The following organisations can provide you with more information regarding language courses:

- The University Language Centre: <http://www.uct.ugent.be/en>
- The House of Dutch: <http://www.hvngent.be/en>
- The Dutch Language Union: <http://taalunie.org/nederlandse-taalunie-0>

**NOTE:** Enrollment deadlines for the language centres may apply!

A language certificate is not needed to apply for an Academic Bachelor (Visual Arts, Audiovisual Arts, Music), but language skills (spoken and written) will be evaluated during the interview with the examination committee and during the theoretical part of the entrance examination.

Candidates with insufficient language skills can be refused. In some cases the committee can advise language courses before enrolling for the bachelor program.

The committee can also demand that candidates combine their bachelor program with languages courses. The results of the language courses will be evaluated on a yearly basis. If necessary, these results may lead to restricting measures concerning the subjects in your curriculum.

## C. Country specific

### C.1. Students with a Dutch diploma

Candidate-students from the Netherlands need to possess a diploma of higher education, a VWO-diploma or a propaedeutic certificate to be allowed entry into an academic bachelor. An MBO4-diploma is sufficient as well for entry into a professional bachelor. Other diploma's do not meet the admission requirements.

### C.2. Students with a Chinese diploma

Candidate-students with a Chinese diploma need to possess a certificate of "academic screening" (APS = Akademische Prüfstelle), issued by the Academic Evaluation centre in Beijing (China), before applying for admittance in Flemish higher education. The APS certificate is also required to apply for a student visa. Students who wish to study in Flanders must contact the Academic Evaluation centre (e-mail: [info@aps.org.cn](mailto:info@aps.org.cn)) and make the necessary appointments, *before* submitting their application at the School of Arts. More information can be found at: [www.aps.org.cn](http://www.aps.org.cn).

### C.3. Students with a diploma of the United States

Students possessing a diploma from the United States of America need to prove that they have attained at least 4 "Advanced Placements" (AP). These APs must be clearly referenced on the transcript of records. If they are not referenced, an original certificate will need to be added, issued by the institution. Students will also need to hand in the required authentication of the degree itself.

### C.4. Students with a diploma from Cameroon or Nigeria

Unfortunately, we regularly receive false documents originating from these countries, hence we see ourselves obliged to impose additional requirements. Besides the legalization by the Belgian Embassy or Consulate, the institution where you have obtained your basic diploma must send us a copy of your diploma and transcripts under stamped and sealed envelope.

## D. Study financing

### D.1. Solvency of the student

Students must dispose of the minimum amount of €614 per month to cover their expenses. This amount is fixed and indexed by royal decree and currently refers to the academic year 2014-2015.

## D.2. Scholarship for non-Belgians

Even if you do not possess the Belgian nationality, you might be eligible for a scholarship. However, you must meet one of the following requirements:

- You are an EU-subject and have lived in Belgium continuously for 5 years.
- You or one of your parents is EER-subject and has worked at least 32 hours each month for 12 months in Belgium.
- You or one of your parents is EER-subject and is registered as entrepreneur for 2 years.

You are also eligible for a scholarship if you belong to one of the following categories:

- You are a student with a permanent residence permit.
- You are victim of trafficking and possess a certificate of a specialised shelter.
- You are a foreign student under 'subsidiary protection'.
- You are subject of a country outside of the EER and have resided officially in Belgium for at least 12 month. Your residence permit was not granted for following higher education and there is no ongoing asylum procedure.
- You have been granted legal residence based on family reunification.
- You are candidate-refugee and your procedure is still ongoing.

## E. Procedure

The candidate-student gathers all the necessary documents:

- A signed and completed application form
- A copy of your Belgian identity card, valid residence permit or international passport
- An authenticated copy of your diploma
- Authenticated proof of access to university level studies
- If you possess a diploma of higher education: the authenticated annexes with mention of the hours/credits and grades for each course
- If necessary, proof of Dutch language skills

For the School of Arts, you must send your application file to:

University College Ghent – School of Arts  
att. R. Meuleman  
Jozef Kluyskensstraat 2  
9000 Ghent  
Belgium

If you have any additional questions regarding entrance with a foreign diploma, please contact [foreignstudentadmission@hogent.be](mailto:foreignstudentadmission@hogent.be)

If the evaluation of your file is positive, you will receive an e-mail with a letter of admission attached. If your application is denied you will also be notified. In both cases the authenticated documents will remain in our possession until you collect them.

After approval\* of the application by the Commission of Regular Students with a Foreign Diploma of the School of Arts, you will receive an official letter of invitation. This letter allows you, if required, to apply for a student visa. Please keep in mind that the evaluation of an application file can take up to several months, depending on the complexity and country of origin.

## ATTENTION

Please respect the following deadline: when starting the application procedure:

	<b>Student visa (non-EU/Schengen)</b>	<b>No student visa</b>
Final date of submission:	<b>1st of June</b>	<b>1st of July</b>

We cannot guarantee approval of dossiers if you submit your file after the deadline.

To make sure your file can be approved in time, we recommend starting the procedure as soon as possible. Keep the following in mind:

1. Request the necessary (legalised) document for the application file and do not hand in original diploma's,
2. Receiving and evaluating the application by the Commission of Regular Foreign Students of the University College Ghent,
3. The procedure to obtain a student visa (if applicable) via the Belgian embassy/consulate.

Each of these steps can take several weeks or months to complete.

Students who wish to follow a preparatory year of Dutch in advance will need to keep the same dates in mind. Enrolling in a recognized language institution is the student's own responsibility.

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\* The admission to the programmes does NOT mean that the diploma is recognized as equivalent. Full academic equivalence can only be obtained through the Flemish Ministry of Education (<http://www.ond.vlaanderen.be/naric/en/>).