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School of Arts Bachelor Admission for holders of a foreign degree

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Dear candidate-student,

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

In this document, you will find how to apply for a bachelor programme if you wish to apply on the basis of a foreign degree.

Any additional questions you see unanswered may be directed at paul.lamont@hogent.be.

With kind regards,

Paul Lamont
Admissions Officer
School of Arts
K.A.S.K. & Conservatorium
University College Ghent & Howest



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THE APPLICATION PROCEDURE

STEP 1	PREREGISTRATION	https://webreg.hogent.be
STEP 2	ONLINE APPLICATION	Through an online form (Cognito) for which you receive a link after your preregistration.
STEP 3	INVITATION TO ARTISTIC ENTRANCE EXAMINATIONS <i>(not for professional bachelor programmes)</i>	An invitation to attend the artistic entrance examinations is sent to you if <i>Step 1 & Step 2</i> have been fulfilled and if you meet the minimum requirements.
STEP 4	ARTISTIC ENTRANCE EXAMINATIONS <i>(not for professional bachelor programmes)</i>	You will need to attend the examinations physically here in Belgium.
STEP 5	PROCLAMATION <i>(not for professional bachelor programmes)</i>	You are informed if you passed the artistic entrance examinations at the close of the artistic entrance examination period you have chosen.
STEP 6	SUBMITTING DOCUMENTS	If you passed, you will need to deliver your authenticated diploma documents, authenticated diploma transcripts and official translations (if applicable) per post. We advise to submit authenticated documents as soon as possible.
STEP 7	INVITATION TO ENROLL	You receive a formal invitation to enroll at the School of Arts when your authenticated documents have been verified.
STEP 8	ENROLMENT	You make an appointment with Paul Lamont at the School of Arts to enroll to enroll personally.

International candidates are strongly advised to participate in the earliest possible artistic entrance examinations !



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DEADLINES AND DATES

All submission deadlines and audition/interview dates are available from our website on:

<https://schoolofartsgent.be/en/onderwijs/toelatings-en-oriënteringsproeven/>

International candidates are strongly advised to participate in Session 1 !



DOCUMENT REQUIREMENTS

For academic bachelor programmes

These documents are needed in order to participate in the entrance examinations or to enroll at the school.

1. **A secondary school diploma.**

This is a minimum requirement to enroll after you have passed the artistic entrance examinations. This means that you can also apply for and participate in the artistic entrance examinations if you do not have a secondary school degree yet but will obtain it at the end of this academic year.

Attention: not all secondary school degrees give access to the academic bachelor programmes and their artistic entrance examinations. Please consult our staff, if you are in doubt (paul.lamont@hogent.be)

2. **A language certificate.**

The language of instruction in our bachelor programmes is Dutch. If Dutch is not your mother tongue, you therefore need to prove that you either have the correct level in Dutch or that you have enrolled for an officially recognized Dutch language course.

Accepted language certificates are:

- an officially recognized language certificate proving you have the Vantage ERK B2 level (e.g.: ITNA test).
- an enrolment form from an officially recognized Dutch language school
- a document that proves that you recently successfully passed a year in Dutch instructed secondary or higher education (e.g.: Flemish or Dutch diploma, results from a recent academic year ...).

For professional bachelor programmes (Interieurvormgeving or Landschaps- en Tuinarchitectuur)

These documents are needed in order to enroll at the school.

1. **A secondary school diploma.**

This is a minimum requirement to enroll. This means that you can already preregister for a professional bachelor programme if you do not have a secondary school degree yet but will obtain it at the end of this academic year. We will not be able to enroll you, however, without your diploma.

2. **A language certificate.**

This is a minimum requirement to enroll. The language of instruction in our bachelor programmes is Dutch. You therefore need to prove that you either have the correct level in Dutch.

Accepted language certificates are:

- an officially recognized language certificate proving you have the Vantage B2 level (e.g.: ITNA test).
- a document that proves that you recently successfully passed a year in Dutch instructed secondary or higher education (e.g.: Flemish or Dutch diploma, results from a recent academic year ...).



COUNTRY SPECIFIC DIPLOMA REQUIREMENTS

Students with a Dutch diploma

Candidate-students from the Netherlands need to possess a diploma of higher education (bachelor, master, phd), 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 diplomas do not meet the admission requirements.

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) and make the necessary appointments, before submitting their application at the School of Arts. More information can be found at: www.aps.org.cn.

Students with an American (United States) diploma

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.

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. Students from Cameroon are required to contact Campus Belgique in either Yaounde or Douala (<https://cameroon.diplomatie.belgium.be/fr/venir-en-belgique/etudier-en-belgique>)



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).

Candidates for the professional bachelor programmes : candidates are allowed to follow a preparatory language year of Dutch before the start of their Bachelor programme to reach the required level of Dutch. Enrolling for the language course and obtaining the required certificate is the responsibility of the student.

Candidate-students for the academic programmes: candidates who do not have the required starting level or who did not pass a successful year in the Dutch education system yet, can enroll if they present us with an enrolment certificate from an officially recognized institute for Dutch language instruction.

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 centers may apply!

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.

PREPARATORY LANGUAGE YEAR

Candidates for the professional bachelor programmes are allowed to follow a preparatory language year of Dutch before the start of their bachelor programme to reach the required level of Dutch. Enrolling for the language course and obtaining the required certificate is the responsibility of the student.

Non-European candidates who wish to apply for a professional bachelor programme and the preceding language preparation year need to pay a fee of 150 Euros at the start of the preregistration. This fee will be deducted from the tuition fee at the School of Arts at the time the candidate enrolls for the professional bachelor programme after the preparation year. For more information on this, kindly contact paul.lamont@hogent.be.

Deadline: Non-European candidates applying for a professional bachelor programme or a language preparation year, must submit all required documents before May 1.

Deadline: Non-Belgian candidates with a European nationality applying for a professional bachelor programme and/or its preceding language preparation year, must submit all required documents before June 1.



FINANCIAL INFORMATION

Please refer to our website for the tuition fees and specific study costs:

<https://schoolofartsgent.be/2021/onderwijs/financieel/?lang=en>

The **general cost of living** in Belgium: Officially, one needs to take into account in a provision of 679 € / month. However, this figure is not very much in line with reality. A student who lives cheap, should be able to get by on 1.000 € / month (all depending on your personal life style and the cost of your house/apartment/studio). This figure is merely indicative, of course. Please try to get as much info as you can before you arrive in Belgium.

Students who face financial difficulties, can contact our social services department Dienst Studentenvoorzieningen and look into the possibilities of a payment plan with them. (zorg@hogent.be).

Solvency of the student

Students must dispose of the minimum amount of €654 per month to cover their expenses. This amount is fixed and indexed by royal decree and currently refers to the academic year 2018-2019. The update of this amount still needs to be announced for 2019-2020.

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 specialized shelter.
- You are a foreign student under 'subsidiary protection'.



STUDENTS EXEMPTED FROM HIGHER TUITION FEES

1. Students with a nationality belonging to the European Economic Area (= the European Member States + Iceland, Liechtenstein, Switzerland and Norway)
2. Students with a foreign nationality who are permitted to stay in Belgium with unlimited duration as defined by the law of December 15, 1980 regarding the access to the territory, the stay, the establishment and the removal of third country citizens, to be proven by means of a residence permit of a member of the European Communities (annex 8 or annex 9) or the identity card for foreigners (annex 7) or the proof of registration in the foreigners register (annex 6) in accordance with article 31 of the royal decree of October 8, 1981 with regards to access to the territory, the stay, the establishment and the removal of third country citizens.
3. Students who are the victim of human trafficking, attested by an institute recognized by the federal government and specialized in the reception of victims of human trafficking.
4. Students with a foreign nationality permitted to a stay with limited duration in Belgium on the basis of article 48/4 of the law of December 15, 1980 regarding the access to the territory, the stay, the establishment and the removal of third country citizens.
5. Students who – on the 31st of December of the concerned academic year – have been legally resident in Belgium for a continuous period of 12 consecutive months and who were not granted the residence permit for purposes of studying in the Belgian higher education system, or in attendance of a verdict in an asylum procedure to be recognized as refugee or as person entitled to subsidiary protection, in accordance with the law of December 15, 1980 regarding the access to the territory, the stay, the establishment and the removal of third country citizens.
6. Students who received permission on the basis of articles 10, 10bis, [(40bis or 40ter)] of the law of December 15, 1980 regarding the access to the territory, the stay, the establishment and the removal of third country citizens to accompany or join a person mentioned in §1 or §2, 1st until and including 7th, of this article or a person legally staying 12 consecutive months in Belgium to study in higher education or to work.
7. Students who are candidate refugees – or whose parents are candidate refugees - and who have been staying in Belgium as a minor and who have not submitted their asylum request themselves. The asylum request was accepted before June 1st, 2007 and the procedure is still ongoing with the Commissioner General for Refugees and Stateless, with the Permanent Commission of Appeal or with the Council for Foreigner Contestations.



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DOCUMENT AUTHENTICATION & TRANSLATION

Documents issued by a local authority in Belgium have legal and official value in Belgium. This is not automatically the case for documents issued by authorities or organizations abroad. To prove the authenticity of a foreign document, an official organization needs to verify the document and put a stamp on the document that testifies the authenticity of the document.

Depending on the country your diploma was issued in, a different kind of authentication stamp will need to go on the copies of your diploma, transcripts, supplements and translations to give them any legal value and proof of authenticity in Belgium. This is why we require the copies containing the original authentication stamps and not scans or photocopies.

Due to the high number of applicants, the verification of document authenticity can take some time. It is therefore in your own importance to start up your procedure as soon as possible.

Apart from the official stamps, your diploma will need following elements:

1. The mention that you are in fact a bachelor or master in the arts or the equivalent title of the bachelor in your country.
2. The date you obtained your diploma
3. The level you attained (if available)
4. Your name
5. The name of the school or institute where you graduated.

The School of Arts – University College Ghent **does not accept original diplomas without authentication, but asks to send copies with original authentication stamps.** If you nevertheless decide to send us your original diploma, this is entirely at your own risk. The school cannot be held liable for loss or damage to your original papers.



LIST OF COUNTRIES AND REQUIRED AUTHENTICATION METHODS.

This list serves as an indication only and you must always double check with the competent authority to see whether the authentication method is correct.

Source: <http://www.diplomatie.be> – list update by School of Arts on 05.12.2019

Certificaton Stamp (= issued by the school who delivered the diploma)

Belgium – Denmark – Estonia – France – French Guyana – French Polynesia – Germany – Guadeloupe – Ireland – Italy – Ivory Coast – Kiribati – Latvia – Martinique – The Netherlands – Norfolk Island – Palestian Areas – Réunion

Apostille Stamp (= issued by the authorities in [this link](#))

Albania – Andorra – Antigua & Barbuda – Argentina – Armenia – Aruba – Australia – Austria- Azerbaijan – Bahamas – Bahrein – Barbados – Belarus – Belize – Bermuda – Bosnia & Herzegovina – Botswana – Brazil – Brunei – Bulgaria – Burundi – Cape Verde – Chile – China (SAR Hong Kong) – China (SAR Macau) – Columbia – Cook Islands – Costa Rica – Croatia – Cyprus Czech Republic – Dominica – Dominican Republic – Ecuador – El Salvador – Eswatini – Fiji – Finland – Georgia – Granada – Greece – Guam – Guatemala – Guyana – Honduras – Hungary – Iceland – India – Israel – Japan – Kazakhstan – Kosovo – Kyrgyzstan – - Latvia – Lesotho – Liberia – Liechtenstein – Lithuania – Luxembourg – Macedonia – Malawi – Malta – Marshall Islands – Mauritius – Mexico – Moldova – Monaco – Mongolia – Montenegro – Morocco – Namibia – New Caledonia – New Zealand – Nicaragua – Niue – Norway – Oman – Palau – Panama – Paraguay – Peru – Philippines – Poland – Portugal – Romania – Russia – Saint Kitts and Nevis – Saint Lucia – Saint Vincent and The Grenadines – Samoa – San Marino – Sao Tome and Principe – Serbia – Seychelles – Slovakia – Slovenia – South Africa – Spain – Suriname – Sweden – Switzerland – Tajikistan – Tonga – Trinidad and Tobago – Tunisia – Turkey – Turks and Caicos Islands – Ukraine – United Kingdom – United States of America – Uruguay – Uzbekistan – Vanuatu – Venezuela – Wallis and Futuna

Legalisation Stamp (= Issued by the Belgian Embassy or Consulate in the diploma country)

Afghanistan – Algeria – Angola – Anguilla – Bangladesh – Benin – Bhutan – Bolivia – Burkina Faso – Cambodja – Cameroon – Canada – Central Africa Republic – China – Comoros – Congo (Brazzaville) – Congo (Democratic Republic) – Cuba – Djibouti – East-Timor – Egypt – Equatorial Guinea – Eritrea – Ethiopia – Gabon – Gambia – Ghana – Greenland – Guatemala – Guinea – Guinea-Bissau – Guyana – Haiti – Indonesia – Iran – Iraq – Jamaica – Jordan – Kenya – Kuwait – Laos – Lebanon – Liberia – Libya – Madagascar – Malaysia – Maldives – Mali – Mauritania – Micronesia – Mozambique – Myanmar – Nauru – Nepal (Double Legalisation) – Niger – Nigeria – North Korea – Pakistan – Papua New Guinea – Paraguay – Qatar – Rwanda – Saudi Arabia – Senegal – Sierra Leone – Senegal – Singapore – Solomon Islands – Sri Lanka – Syria – Tadjikistan – Tanzania – Tchad – Thailand – Togo – Tunisia – Turkmenistan – Tuvalu – Uganda – United Arab Emirates – Uzbekistan – Vanuatu – Vietnam – Yemen – Zambia – Zimbabwe

DOCUMENT TRANSLATION

When your documents are not originally issued in Dutch, English, French or German, you are required to provide us with an official translation in either Dutch, English, French or German. This translation needs to be authenticated as well. The translation must be done through a sworn translator:

- **In Belgium:** through a sworn translator linked to the Court of Justice
http://www.juridat.be/eerste_aanleg/index.htm ;
- **Abroad:** through a sworn translator linked to the Belgian embassy/consulate in the country of origin (original stamps and signatures).