



Application Guidelines

Postgraduate Curatorial Studies

English Program
Academic Year 2018-2019



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Dear Candidate,

If you are reading these words, we may safely assume that you are looking for information on continuing your study abroad and/or more specifically: on studying in a postgraduate program at the School of Arts | University College Ghent.

The School of Arts is able to welcome a growing number of new external master and advanced study program students every year. Apart from an increasing number of Belgian students coming in from other schools in the country, all in all 60 to 70 new foreign candidates enroll as students in our master or postgraduate programs every year.

Our application procedure is not complex, but it can take some time to complete. In these application guidelines we explain in a clear and simple way how to go about when you apply for one of our programs. We will tell you what the deadlines are, what documents you need to provide us with at what time and in which capacity, who you can contact for information, where you can find detailed info on living in Ghent, etc.

The final goal of our guidelines is to make sure that, at the time you enroll as a student here at the school, all of your application formalities have been taken care of and you do not need to worry about that part of your study adventure anymore.

The guidelines contain a significant amount of important information meant to smoothly guide you through the application process. We therefore advise you to thoroughly read all the info in this document before continuing your application. For reactions, feedback or additional questions, you may at all times contact paul.lamont@hogent.be.

So there you have it, dear candidate: we look forward to hearing from you. The action is go!

Paul Lamont
Admissions Officer / Student Affairs Department
Royal Conservatory & KASK | School of Arts | University College Ghent

IMPORTANT FIRST WORDS TO ALL CANDIDATES WHO WISH TO APPLY

1. It is of capital importance that candidates respect the deadlines mentioned in the guidelines.
2. We advise candidates who will need to take care of time consuming administrative formalities (visa, document authentication ...) to participate in the Summer Selection round, rather than in the Autumn Selection round.
3. Candidates who disregard the deadlines mentioned in the guidelines, will still be processed, but only when time allows and without any guarantee of a successful and complete application guidelines.

Information moments at the School of Arts:

- Info Day: February 28, 2018 – from 14h00 until 17h00
- Open House Day: April 22, 2018 – from 10h00 until 17h00
- Info Day: June 30, 2018 – from 09h30 until 12h30
- Info Day: September 1, 2018 – from 09h30 until 12h30



Please print only what you need.

CURATORIAL STUDIES

WHO IS THIS FOR?

The postgraduate program in curatorial studies is a one-year program for students already holding a master's degree (or the equivalent thereof). The training is a specialized introduction to contemporary exhibition practice, museological issues, conservation, collection building and management, all in relation to contemporary art. The program prepares for the management of both private and public collections and offers students the knowledge they need to function efficiently in galleries or as artists' assistants. The competences acquired in the program also serve in the context of arts criticism, heritage management, or in the management and exhibition of design and natural history artefacts.

WHAT WILL YOU BE STUDYING?

The main objective of the program is to gain insight in the judicious showing and conserving of contemporary art through art-theoretical and critical research on the one hand, and technical research into materials on the other. Students are brought up-to-date on the current state of affairs in international museum and exhibition practice, making critical analyses of mechanisms and decision-making processes and testing curatorial strategies for socio-cultural relevance. The building and management of collections is approached from the perspectives of different disciplines. All this serves a practical purpose as well, as students are expected to develop their own exhibition practice, for which the dialogue between the work of art and the viewer is the starting point.

Management of materials and exhibition practice are inextricably linked. Each work of art is approached as an occasion for a singular case study in which ethical, socio-economic, deontological, technological, legal and policy considerations must be taken into account. Ample attention is paid to the development of new conservation strategies and their implementation in the presentation of works of contemporary art. Such works indeed raise numerous questions that cannot be answered from the perspective of traditional conservation practices. Traditional emphasis on the preservation of physical objects and on scientific research is simply no longer sufficient, as contemporary artists make use of ever-increasing varieties of materials and media, which are often perishable, or not meant to last at all.

This program is a joint organization by University College Ghent, S.M.A.K. Museum of Contemporary Art in Ghent and Ghent University. This ensures a combination of theoretical training, through lectures and discussion seminars, and practical experience with study trips and projects. Visiting lecturers active in the world of contemporary art share their practical experience with the students. The program is thoroughly embedded in the local cultural arena, making it possible to closely follow developments in exhibitions and collection management. Networking, autonomy and a broad general knowledge - all crucial competencies acquired in the program - will prove their importance. Internships and encounters with numerous international experts serve to put developments under consideration in an international perspective.



AND THEN ...

This Curatorial Studies degree opens up a wide spectrum of professional possibilities. Over 75 percent of our alumni find places in the broad socio-artistic sector. Some specific positions include: curators, collection managers for public and private institutions, assistants and managers for artists and gallery owners, exhibition producers, builders and designers, art critics, university researchers and faculty in the arts and sciences, and many more.

COORDINATOR CURATORIAL STUDIES

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MINIMUM REQUIREMENTS TO ENTER THE POSTGRADUATE PROGRAM CURATORIAL STUDIES

Before you read on, you'll most likely want to know about the minimum requirements you need to meet if you wish to be considered a valid candidate for the program of your choice.

The minimum requirement to start in this postgraduate program is that you have obtained an equivalent diploma to the Belgian master degree.

This means that you can also apply at a time that you did not receive your master degree yet (but will receive it at the end of your current academic year 2016-2017). If you can provide us with a document that states when you expect to obtain your diploma, you are very welcome to apply as well. The final step in the application procedure, however, is receiving the approval on your application and this approval is only issued when you have submitted a correctly authenticated final or provisional bachelor diploma copy. There can also be made exemptions for candidates who will receive their master degree in January 2018. This student can enroll provisory but important to know: they can only obtain the certificate in Curatorial Studies once they've obtained their master degree.

All candidate files are first verified individually here at the School of Arts. We assess whether you have the *equivalent* to a master.

Note that in the admission requirements there's no limitation of the study field of the master degree. The master degree itself is the requirement. However, to complete the selection procedure, a certain background of arts, theory of arts and/or curatorial studies is important.

YOUR APPLICATION FILE : IMPORTANT FEATURES.

You are about to apply for one of our postgraduate programs. That means we will need you to send us a number of documents (personal info, a proposal for a curatorial project, diploma copies, ...). Here is a word of explanation on the important features of any application.

APPLICATION FILE

Besides the administrative part in your application file, following documents will be needed in the selection process:

1. Motivation Letter

This document contains maximum 1500 words. You explain what your motivation is for entering the postgraduate program in curatorial studies and describe how your own experiences and ideas are connected to this. You'll need to allude what your current background is (studies, professional occupation ...) and how these can possibly be an added value to your choice. In your motivation you may use theoretical references and references from the practical (arts) field.

2. Curriculum Vitae

Your curriculum contains at least a detailed overview of your studies, the title of your master thesis and possible additional education programs or schooling you followed. If applicable, please also mention relevant professional experience.

3. Proposal Curatorial Project

In the postgraduate program for Curatorial Studies, the student's interests and ideas are the starting point. The program also offers room for the conception and elaboration of own curatorial projects. It is therefore important that the candidate submits a curatorial project proposal in minor detail. This proposal contains between 1500 and 2000 words and contains following items:

- A working title
- A clear hypothesis
- Explain how you would like to elaborate on the hypothesis in a practical, technical and theoretical way and state what possible problems might arise in carrying out this project.
- Give a detailed statement of your personal interest towards this hypothesis and if possible state your ambitions towards this project and/or your long term ambitions with the education program itself.

You will need to upload these documents through an online application form you receive after correct preregistration on <https://webreg.hogent.be>.



SELECTION INTERVIEW

On April 23, June 23 and September 25 the program will organize selection interviews. Selected candidates who meet the requirements will be invited for an interview.

The interview will focus mainly on 3 aspects of your application documents: your letter of motivation, your C.V. and your curatorial project proposal. Especially the candidate's motivation and project proposal will be discussed interactively. The committee will gain insight in the candidate's starting competences through this interview and will advise whether a candidate can start on the basis of this interview.

If a candidate indicates this in time during the application procedure, the committee may decide to allow the interview to be conducted per Skype.

The committee can decide to give a negative advice with regards to attending an interview if the submitted application's content demonstrates clearly that the candidate does not have the required profile or competences to start the postgraduate program

PRICES

The tuition fee comes to 2500€ for a full program. The tuition fees is the same for EEA-students as for non-EEA-students.

Additionally, the student should be aware that there could be additional costs depending on the specific projects the student want to elaborate during the postgraduate program.

Students who have difficulties with the payment of the fees, can contact our social services department Dienst Studentenvoorzieningen and look into the possibilities of a payment plan with them. (zorg@hogent.be - ++ 32 (0)9 243 37 38).

The general cost of living in Belgium: Officially, one needs to take into account in a provision of 631 € / month. However, this figure is not very much in accordance 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.



LANGUAGE REQUIREMENTS

Be aware that the language of instruction of this postgraduate program is English. A language certificate is not needed to apply, but language skills (spoken and written English) will be evaluated during the interview with the orientation committee. Candidates with insufficient language skills can be refused. In some cases the committee can advise language courses before enrolling for this postgraduate program.



BLOCKED ACCOUNT FOR VISA OR RESIDENCE PERMIT PURPOSES (NON EU NATIONALITIES ONLY)

In recent years, more and more students have reverted to the system of the blocked account in order to comply with their requirements for obtaining a student visa. We can now offer this system to students.

Students who wish to make use of this system can obtain the link to the application form from paul.lamont@hogent.be. Please send an e-mail entitled "Request for blocked account for *First name + LAST NAME*."

Students will then need to transfer 7572 € to the University College bank account..

Once the amount has arrived on the University College account, the University College's Central Administration will issue a letter called 'Proof of Solvency' that can be used to fulfill visa requirements.

Subsequently, the University College Ghent will transfer 631 € every month on the first day of every month.



A PLACE TO LIVE

Naturally, when you come to Belgium, you will need a place to stay. If you intend to live in Ghent, you can contact the University College's social services department (Dienst Studentenvoorzieningen) and check whether they can assist in your search (huisvesting@hogent.be - ++ 32 (0)9 243 37 38).

Alternatively, the site <http://www.kotatgent.be> is an excellent database for students who are trying to find a place to live (this site focuses on Ghent – For the rest of Belgium <http://www.immoweb.be> is a good starting point for the private market).

INTERESTING WEB SITES

The new general student site by the city of Ghent:

<https://www.gent.be/studenten/international-students>

The School of Arts web site

<http://www.schoolofartsgent.be/en>

Overview of study files

<https://www.hogent.be/studiefiches/?ectsaction=ects:main.programma&mid=12533&opl=PGD-CUST&faculteitcode=SCH&taal=1>

The site for the University College's Social Service Dept.

<http://www.hogent.be/studentenvoorzieningen/overzicht/>
or <https://www.hogent.be/en/>

The cost of living in Belgium (indication only)

http://www.numbeo.com/cost-of-living/country_result.jsp?country=Belgium

OVERVIEW OF THE APPLICATION PROCEDURE

There are 3 selection rounds: one in April, one in June and one in September. Please read and follow the steps of the procedure of your choice thoroughly. **We advise candidates as much as possible to participate in the early sessions (April or June).**

SESSION 1

Application Deadline: April 27, 2018 – 16h00 sharp (Brussels Time Zone)

Intake interview: May 2, 2018.

Applications that reach us after deadline, can be processed only 1. when time and practical organization still allow this and 2. the application file is correct and complete.

SESSION 2

Application Deadline: June 29, 2018 – 16h00 sharp (Brussels Time Zone)

Intake interview: July 7, 2018.

Applications that reach us after this point, can be processed only 1. when time and practical organization still allow this and 2. the application file is correct and complete. Documents are to be submitted per postal mail or in person to my desk only! Late submissions will be processed without guarantee of successful continuation of the application procedure!

Note that especially non EU-citizens are strongly recommended to apply at least one month before the interview. This to make sure that possible complexities in their application can be solved in time.

SESSION 3

Application Deadline: September 7, 2018 – 16h00 sharp (Brussels Time Zone)

Intake interview: September 15, 2018.

Applications that reach us after this point, can be processed only 1. when time and practical organization still allow this and 2. the application file is correct and complete. Documents are to be submitted per postal mail or in person to my desk only! Late submissions will be processed without guarantee of successful continuation of the application procedure!

Note that especially non EU-citizens are strongly recommended to apply at least one month before the interview. This to make sure that possible complexities in their application can be solved in time.



1. Pre-register online

Surf to <https://webreg.hogent.be> (possibility to do this in English and Dutch - cfr. the right hand side of the screen) and fill out **all** necessary information. Upon completion of this pre-registration, you will be sent an automatic e-mail that contains the link to an application form that needs to be filled out. This automatic e-mail will only reach you when all required fields in the pre-registration have been correctly completed.

There is no need to upload documents in the preregistration..

2. Complete the online application form and upload required documents

Complete the online application form that you received after completing your pre-registration and provide all the necessary documents.

A list of all documents that we will need you to submit is mentioned on [this page](#)

A list of the correct authentication methods is available from [this page](#).

Address for sending the authenticated copies.

School of Arts | University College Ghent
c/o Paul Lamont
Student Affairs Department
Jozef Kluyskensstraat 2
9000 Ghent
Belgium

From experience we have noticed that this point in the procedure is sometimes slightly misunderstood. We would therefore like to make it absolutely clear that:

- we do not require your original diploma, transcripts and translations, but authenticated copies, meaning that we ask for copied documents that contain original stamps. Photocopied, e-mailed or faxed stamps are not accepted.
- we need the actual paper version of these authenticated documents per postal mail or handed to us physically at the student affairs office

If you do send us your original documents, please be aware that the School of Arts cannot be held responsible for any loss or damage caused to them before or after the reception of your originals.

3. Verification of your application file | Invitation to interview

Upon reception of your application, we will verify

- a) whether your application file is complete
- b) whether you have the right diploma for a future admission into our program.

If your file is complete and you have a diploma that allows the continuation of the procedure, we will confirm this to you in an e-mail. The e-mail will also hold the invitation to attend the intake interview.

4. The interview

A candidate who receives an invitation to the interview is required to appear in person in front of the committee (exceptions to this rule are granted in rare cases only). You will receive the exact date and location for the interview in an e-mail the week before the interview.

5. Announcement of the interview results

We aim to inform the candidates on the outcome of their interview at the latest two weeks after the interview/audition. The results will be communicated per e-mail only. If you have not heard from us two weeks after your interview/audition, [please contact us for the info](#). It might mean that the processing of the information took up a bit more time than scheduled and does not necessarily mean you did not pass the interview/audition.

6. You passed the interview

Congratulations! Most of the work has been done now. In the same letter that informs that you have passed the interview/audition, we will also invite you to send us your correctly authenticated application documents by postal mail, if you have not done so already

Just after we received your authenticated documents, we check the authenticity of your documents and issue an approval letter stating that you may be enrolled as a student at the School of Arts for the upcoming academic year. At the moment that we receive this letter, you will be formally invited by us to come and enroll.

Attention: issuing a required approval letter can take up some time. The sooner you can provide us with your authenticated documents, the better and faster the procedure can be concluded.

NECESSARY DOCUMENTS

1. The online application form)
2. Your Motivation Letter, CV and proposal for a curatorial project
3. A colour copy of your ID-card or a colour copy of your (valid) passport.
4. Language certificates (only if available)
-
5. A copied, but authenticated version of your master diploma in original language.
6. A copied, but authenticated version of your master diploma transcripts/supplements in original language
7. A copied, but authenticated version of your diploma translation into Dutch, English, French or German (unless already in one of these languages)
8. A copied, but authenticated version of your diploma transcript/supplements translation into Dutch, English, French or German (unless already in one of these languages)

For Session 1, the following applies

The abovementioned documents can all be uploaded through the application form. Once you have received a positive evaluation of your interview, you will be requested to send your authenticated copies per postal or registered mail.

For Sessions 2 & 3, the following applies

The abovementioned **documents** must be uploaded through the application form **and** the documents in 5,6,7,8 must sent **by postal or registered mail mail only**) and **reach us before the deadline expires** . Applications that reach us after the deadline, will be processed only when time allows and without any guarantee of a successful and complete continuation of the application procedure.

- (***) If you are a Chinese student holding a Chinese diploma, please refer to [the APS Info](#) in this document.



DOCUMENT AUTHENTICATION & TRANSLATION OF YOUR DOCUMENTS.

(Does not apply to documents issued by an official authority in Belgium).

WHAT IS: AN AUTHENTICATION?

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. Documents issued abroad need a form of authentication (= mostly a stamp of some kind) to make them legally valid and acceptable for official use in Belgium.

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 the part of your documents that is verified by the School of Arts External Admission Council and the reason why we require the copies containing the original authentication stamps from you and not any scans or photocopies. Without the approval from the School of Arts External Admission Council, we cannot admit a student to the school.

Receiving the approval from the School of Arts External Admission Council can take up a couple of weeks. 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 have in fact a master degree or the equivalent title of the master 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.

Please remember: the School of Arts – University College Ghent does not accept original diplomas. 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. What we require are copies that have been certified/legalized/stamped with an apostille.



What authentication method do I need to use for my documents?

Strictly speaking, there are four methods that may apply to official documents, depending on the country where the diploma was issued. On the next page you'll find an indication of what action needs to be taken for which countries. This action is either:

1. No action required or,
2. Certified Copy required or,
3. Apostille Stamp Required or,
4. Legalization Stamp required

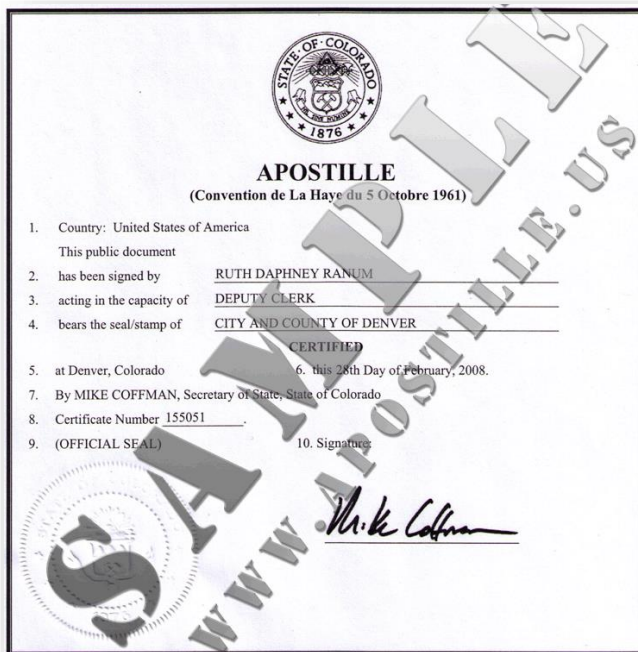
In order to find out what action is required for your country, please consult the *List of countries per authentication method on pages 26 and following*.

What is a certification stamp?

A certification stamp is an official stamp issued by your school or local municipality. These are usually free of charge and quite easy to obtain.

What is an apostille stamp?

The Apostille is a stamp or printed form consisting of 10 numbered standard fields issued by a competent authority other than your school or local municipality. For a list of competent authorities, please refer to [this list](#). The Apostille does not give information regarding the quality of the document, but certifies the signature (and the capacity of who placed it) and correctness of the seal/stamp on the document which must be certified.



(example of an apostille sticker).

What is a legalization?

Legalization is the procedure of making official documents legally valid and ready for use in a foreign country. Legalizations are issued by the consulate or embassy of the country you need the document for in the country your document was issued in (e.g. : a diploma from Iran needs to be legalized in the Belgian consulate or embassy in Iran). A legalization comes in the form of a stamp or sticker that has the same lay-out world-wide. Documents from countries who have not signed or ratified the Convention of The Hague need to be issued with this stamp.



(example of a legalization stamp)

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 01/12/2016

COUNTRY	AUTHENTICATION METHOD
Afghanistan	Legalisation
Albania	Legalisation
Algeria	Legalisation
American Samoa	No information available
Andorra	Apostille
Angola	Legalisation
Anguilla	Legalisation
Antigua & Barbuda	Apostille
Argentina	Apostille
Armenia	Apostille
Aruba	Apostille
Australia	Apostille
Austria	Apostille
Azerbaijan	Apostille
Bahamas	Apostille
Bahrein	Apostille
Bangladesh	Legalisation
Barbados	Apostille
Belarus	Apostille
Belize	Apostille
Benin	Legalisation
Bermuda	Apostille
Bhutan	Legalisation
Bolivia	Legalisation
Bosnia & Herzegovina	Apostille
Botswana	Apostille
Brazil	Apostille
Brunei	Apostille
Bulgaria	Apostille
Burkina Faso	Legalisation
Burundi	Legalisation
Cambodja	Legalisation
Cameroon	Legalisation
Canada	Legalisation
Cape Verde	Apostille

Central African Republic	Legalisation
Chili	Apostille
China	Legalisation
China (SAR Hong Kong)	Apostille
China (SAR Macau)	Apostille
Columbia	Apostille
Comoros	Legalisation
Congo (Brazzaville)	Legalisation
Congo (Democratic Republic)	Legalisation
Costa Rica	Apostille
Croatia	Apostille
Cuba	Legalisation
Cyprus	Apostille
Czech Republic	Apostille
Denmark	Certification Stamp
Djibouti	Legalisation
Dominica	Apostille
Dominican Republic	Legalisation
East-Timor	Legalisation
Ecuador	Apostille
Egypt	Legalisation
El Salvador	Apostille
Equatorial Guinea	Legalisation
Eritrea	No information available
Estonia	Certification Stamp
Ethiopia	Legalisation
Fiji	Apostille
Filipines	Legalisation
Finland	Apostille
France	Certification Stamp
French Guyana	Certification Stamp
French Polynesia	Apostille
Gabon	Legalisation
Gambia	Legalisation
Georgia	Apostille
Germany	Certification Stamp
Ghana	Legalisation
Granada	Legalisation
Greece	Apostille
Greenland	Legalisation
Guadeloupe	Certification Stamp

Guam	Apostille
Guatemala	Legalisation
Guinea	Legalisation
Guinea-Bissau	Legalisation
Guyana	Legalisation
Haiti	Legalisation
Honduras	Apostille
Hungary	Apostille
Iceland	Apostille
India	Apostille
Indonesia	Legalisation
Iran, Islamic Republic	Legalisation
Iraq	Negative advice on legalisation
Ireland	Certification Stamp
Israël	Apostille
Italy	Certification Stamp
Ivory Coast	No information available
Jamaica	Legalisation
Japan	Apostille
Jordan	Legalisation
Kazachstan	Apostille
Kenya	Legalisation
Kiribati	No information available
Kosovo	Apostille
Kuwait	Legalisation
Kyrgyz	Legalisation
Laos	Legalisation
Latvia	Certification Stamp
Lebanon	Legalisation
Lesotho	Apostille
Liberia	Legalisation
Libya	Legalisation
Liechtenstein	Apostille
Lithuania	Apostille
Luxembourg	Apostille
Macedonia	Apostille
Madagascar	Legalisation
Malawi	Apostille
Malaysia	Legalisation
Maldives	Legalisation
Mali	Legalisation

Malta	Apostille
Marshall Islands	Apostille
Martinique	Certification Stamp
Mauritania	Legalisation
Mauritius	Apostille
Mexico	Apostille
Micronesia	Legalisation
Moldova	Apostille
Monaco	Apostille
Mongolia	Legalisation
Montenegro	Apostille
Morocco	Apostille
Mozambique	Legalisation
Myanmar	Legalisation
Namibia	Apostille
Nauru	Legalisation
Nepal	Double legalisation
Netherlands	Certification Stamp
New Caledonia	Apostille
New Zealand	Apostille
Nicaragua	Apostille
Niger	Legalisation
Nigeria	Legalisation
Norfolk Island	No information available
North Korea	Legalisation
Northern Mariana Islands	No information available
Norway	Apostille
Oman	Apostille
Pakistan	Legalisation
Palau	No information available
Palestinian Areas	No information available
Panama	Apostille
Papua New Guinea	Legalisation
Paraguay	Legalisation
Peru	Apostille
Poland	Apostille
Porto Rico	Apostille
Portugal	Apostille
Qatar	Legalisation
Réunion	Certification Stamp
Roumania	Apostille

Russia	Apostille
Rwanda	Legalisation
Saint Kitts and Nevis	Apostille
Saint Lucia	Apostille
Saint Vincent and The Grenadines	Apostille
Saint-Pierre and Miquelon	No information available
Samoa	Apostille
San Marino	Apostille
Sao Tome and Principe	Apostille
Saudi Arabia	Legalisation
Senegal	Legalisation
Serbia	Apostille
Seychelles	Apostille
Sierra Leone	Legalisation
Singapore	Legalisation
Slovakia	Apostille
Slovenia	Apostille
Solomon Islands	Legalisation
Somalia	Negative advice on legalisation
South Africa	Apostille
South Korea	Apostille
South Sudan	No information available
Spain	Apostille
Sri Lanka	Legalisation
Sudan	Legalisation
Surinam	Apostille
Swaziland	Apostille
Sweden	Apostille
Switzerland	Apostille
Syria	Negative advice on legalisation
Tadjikistan	Legalisation
Tanzania	Legalisation
Tchad	Legalisation
Thailand	Legalisation
Togo	Legalisation
Tonga	Apostille
Trinidad & Tobago	Apostille
Tunisia	Legalisation
Turkey	Apostille
Turkmenistan	Legalisation
Turks and Caicos Islands	Apostille



Tuvalu	Legalisation
Uganda	Legalisation
Ukraine	Apostille
United Arab Emirates	Legalisation
United Kingdom	Apostille
United States of America	Apostille
Uruguay	Apostille
Uzbekistan	Legalisation
Vanuatu	Legalisation
Vatican	No information available
Venezuela	Apostille
Vietnam	Legalisation
Wallis and Futuna	Apostille
Yemen	Legalisation
Zambia	Legalisation
Zimbabwe	Legalisation



DOCUMENT TRANSLATION

When your documents are not originally issued in Dutch, English, French or German, you are required to provide us with a 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).

ADDITIONAL DOCUMENTS FOR CHINESE STUDENTS

Since the academic year 2007-2008 all students from the People's Republic China have to obtain a certificate of academic screening issued by the Academic Evaluation Centre (APS) of the German Embassy in Beijing before being allowed to enroll at any higher education institution, language course or other preparatory course in Flanders. The APS certificate is also required for obtaining a student visa to Belgium. Students planning to study in Flanders in 2015-2016 are advised to contact the Academic Evaluation Centre in Beijing, e-mail: info@aps.org.cn as soon as possible in order to make the necessary appointments and this before applying for a visa.

More information on APS can be found at their website: <http://www.aps.org.cn> .

PLEASE NOTE: this procedure is not applicable for students coming from Taiwan!



(example of an APS certificate valid for studies in Belgium)



WHERE TO SEND YOUR DOCUMENTS TO

Per e-mail:

paul.lamont@hogent.be

Per postal mail:

School of Arts
University College Ghent
c/o Paul Lamont
Student Affairs Office
J. Kluyskensstraat 2-6
B-9000 Ghent

If you want to send per registered mail:

School of Arts
University College Ghent
c/o Paul Lamont
Student Affairs Office
J. Kluyskensstraat 2-6
B-9000 Ghent
Phone number: ++ 32 (0)9 243 36 13