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Application Guidelines Digital Storytelling 2019-2020

POSTGRADUATE PROGRAM
DIGITAL STORYTELLING

English Program



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Dear Candidate,

If you are reading these words, we may safely assume that you are looking for information on eventually continuing your study abroad and 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 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 and 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 foreign candidates [who will need to take care of time consuming administrative formalities (visa, document authentication ...)] to participate in the first Session, rather than in the later Session(s).
3. Candidates who disregard the deadlines mentioned in the guidelines, can 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 27, 2019 – from 14h00 until 17h00
- Open House Day: April 28, 2019 – from 10h00 until 17h00
- Info Day: June 29 , 2019– from 09h30 until 12h30
- Info Day: September 7, 2019 – from 09h30 until 12h30



Please print only what you need.

DIGITAL STORYTELLING:

The English-taught postgraduate digital storytelling is a programme aimed at the storytellers of tomorrow, creatives who wish to present their projects or themselves as makers using audio, video, photographs and text (or mixed media) through YouTube, Medium, Vine, Instagram, Snapchat and other social media. Everyone who already writes text, who creates audio, music, photographs, videos or art and wants to share a creative story online, is invited to come and specialise in online storytelling and create online media for social media. The programme is open to all students who are in the possession of a bachelor or master diploma.

Obviously, it is recommended to already have a general understanding of audio, video etc. It is however not a requirement. We organise weekly coaching sessions to teach you these skills. A commission will give you advice on the basis of an informal talk. It is they who decide whether or not you are eligible to enroll. This postgraduate programme will help you refine your skills in storytelling, in finding and reaching an online audience, and sharpen your digital proficiencies. You will be trained to create and spread your story using the newest media tools, such as VR & 360, social video, live video, social photography, longreads, blogs, podcasts, vlogs, etc...

The programme takes up a single academic year and consists of 39 ECTS credit points, divided over six training modules: Digital Storytelling and Digital Media Production, Digital Storytelling in Audio, Video, Photo and Text, Digital Publication and Design, Digital Influence, an internship and a graduation project. The first four combine lectures with practical assignments that you work on during studio time. The last two comprise extremely useful and extensive practical assignments: under the guidance of a tutor, you will develop a project that provides an answer to a realistic issue that can come from any number of societal sectors. Individually or in a small group, you will intern in Belgium or another country. Finally, you will develop your own personal graduation project under the guidance of professional media coaches.

Classes take place Monday and Wednesday evenings from October till March. From then on you start working on your graduation project and you do an internship. On Thursdays you work together with other students from October till the end of the year. Every week there are assignments that equal a day's work more or less. During the year there are no less than 10 of these. The tuition fee is 2750 euro.

The programme is taught in English. There's an online motivational talk and an intake. There is a high demand for professional digital storytellers, which comes as no surprise, as stories are perfectly suited to conveying a message. This is a highly practical training. Having completed it, you are ready for the creative digital media sector. It will not take long before every company will be relying on digital storytellers to convey their stories. Mostly, these storytellers are digital influencers.

Graduates of our programme are now professional media makers, either in their own media production companies, as content specialists for larger organizations or creating their own artistic stories for an online audience. If you have any questions, please contact Pieter Blomme (pieter.blomme@hogent.be) who is the programme's coordinator. This postgraduate programme is a collaborative initiative of KASK School of Arts and REC.



COORDINATOR DIGITAL STORYTELLING

Pieter Blomme: pieter.blomme@hogent.be

++ 32 (0)486 26 88 84

TEACHERS (2018-2019)

- Lance Weiler (Columbia School of Arts Digital Storytelling Lab, USA)
- Domien Huyghe (Earlybird Films, BE)
- Brecht Vaes (digital Studio Brussel, BE)
- Klasien van de Zandschulp & Mark Meeuwenoord (Lava Lab, Polymorf, NL)
- Dries Depoorter (independent internet artist, BE)
- Nienke Huitinga & Lisa Weeda (transmedial artists, NL)
- Yann Bertrand (photographer, BE)
- Wim Forceville (VR-expert, Fisheye, BE),
- Sven De Coninck & Jan D'hont (Chase Creative, BE)
- Niels 't Hooft (hybrid writer, NL)
- Laure Cops & Wouter Vanmol (Nunam interactive narratives, BE)
- Filip Fastenaekels (VRT, BE)
- Raphael Rodan (Mezrab Storytelling School, NL)
- Barbara Dzikanowice (Happiness Content Agency, BE)
- Tim Vanhaecke & Sacha Claes (Chase, BE)
- Georgio Copter (Snapchat & Instagram creator, USA)
- Nick Hannes (Magnum Photography Award Winner, BE)
- Katharina Smets (independent audio storyteller, BE)
- Maggie Beidelmann (senior producer en video journalist AJ+ , USA)
- Vincent Schroeven (Hurae, BE)
- Eveline Lemahieu (Vidsome, BE)
- Sandra Gaudenzi (!F Lab, Universiteit van Westminster, i-Docs, UK)
- Bert Dries (aka Musketon) (graphic designer, Musketon, BE)



MINIMUM REQUIREMENTS TO ENTER THE PROGRAM

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 bachelor degree.

This means that you can also apply at a time that you did not receive your bachelor degree yet but will receive it at the end of your current academic year 2018-2019. 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.

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

Note that in the admission requirements there's no limitation of the study field of the bachelor degree. The bachelor degree itself is the requirement.

YOUR APPLICATION: HOW IT WORKS.

You are about to apply for one of our postgraduate programs. That means we will need you to register online and provide us with a number of documents (personal info, portfolio, diploma copies, ...).

APPLICATION

A. Registration

This is the first step and it is done on <https://webreg.hogent.be>. Upon complete and correct preregistration, you will automatically receive a link to a online application form. In this form you will need to provide us with data concerning your skills, motivation, experience Scans of your bachelor degree will need to be uploaded during the completion of the registration.

B. Digital Portfolio

In the application form, you will be asked to paste the link to a digital portfolio. Deliver us in (in an internet link) your personal motivation to follow this postgraduate study program by making any story you like in digital audio, video, text or photography (or a combination of these media). This can be a link to a blog, a snapchat story, Youtube movie, podcast, Instagram ... The import thing is that it is online and that it is your work and reflects your motivation to participate in this yearlong postgraduate adventure.

ORIENTATION COMMITTEE

- A. There will be a selection of candidates based on the submitted application. Candidates will be notified per e-mail of their results with regards to the application.
- B. The interview with the selection committee will only occur on fixed dates. Foreign candidates who request this, may receive approval for an online interview through Skype or Google Hangouts.
- C. The interview with the selection committee will take up 30 minutes at most. The interview can focus on following items:
 - The candidate's personal motivation with regards to the study program and professional aspirations.
 - Discussion of the portfolio and discussion of link with the study program and the field of digital media and storytelling
 - Discussion of the submitted proposal and discussion of the link with the study program and the field of digital media and storytelling



PRICES

The tuition fee comes to 2750 € for a full program. The tuition fee is the same for both EEA-and non-EEA-students.

Additionally, the student should be aware that there could be additional costs depending on the specific projects the student wants to work on during the postgraduate program. A number of tools will also be a requirement if you wish to work in this postgraduate program (Macbook Pro or equivalent, Smartphone (minimum iphone 7 or equivalent, CC student subscription, one night in a hostel during a trip ...).

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 654 € / 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. The recommended level is Vantage B2.



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

Please contact paul.lamont@hogent.be for more information about this.

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 WEBSITES

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>

The REC website

<http://www.rec.be>

Overview of study files

<https://www.hogent.be/studiefiches/?ectsaction=ects:main.programma&mid=12534&opl=P GD-DIST&faculteitcode=SCH&taal=2>

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

Free Portfolio sites

- www.behance.net
- www.coroflot.com
- www.cargocollective.com
- www.soundcloud.com ...

OVERVIEW OF THE APPLICATION PROCEDURE.

Application Deadlines

Session 1	29/03/2019 at 16h00
Session 2	21/06/2019 at 16h00
Session 3	06/09/2019 at 16h00

Interviews

Session 1	24/04/2019
Session 2	03/07/2019
Session 3	18/09/2019

Applications submitted after the deadline, can only be processed when time allows and without guarantee of successful continuation of the application procedure.

Non EU-candidates should apply for Session 1 to be able to arrange their visa in time. (although session 2 and 3 are also possible)

EU candidates should apply for Session 1 or 2 to be able to arrange their stay in Ghent 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 a Cognito 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. **Please upload your bachelor copy in the preregistration, along with your passport or ID card copy.**

2. Complete the online application form + Send required documents

Application Form

Complete the form for which you received the link completing your pre-registration.

Send required documents

There are two possible scenarios:

1. You have a Belgian bachelor degree.

No action required at this point.

2. You have a foreign bachelor degree

Please send us your correctly authenticated bachelor degree by postal mail or registered mail. For the list of correct authentications per country, please refer to [page 19](#). The



authenticity of your documents will need to have been established before you can finally enroll as a student at the school.

3. **Verification of your application file + Invitation to audition/interview**

Upon reception of your preregistration info, we will verify

- a) whether your preregistration is correct and complete
- b) whether you have the right diploma for an admission into the programs.

If your preregistration meets all the requirements, the interview committee will be notified of this. They will then be able to invite you to the interview.

4. **The interview**

A candidate who receives an invitation to the interview is required to appear in person in front of the committee or can request an interview through Skype or Google Hangouts. 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**

We aim to inform the candidates on the outcome of their interview/audition at the latest two weeks after the interview. 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.

6. **You passed the interview**

There are two possible scenarios:

1. You have a Belgian bachelor degree.

Congratulations! Most of the work has been done. We will invite you per e-mail to come and enroll at the school and ask you to bring your original bachelor degree with you.

2. If you have a foreign bachelor degree

Congratulations! Most of the work has been done now. In the same letter that informs that you have passed the interview, we will also invite you to send us your correctly authenticated bachelor degree by postal mail, if you have not done so already. For the list of correct authentications per country, please refer to this page.



Upon reception of your authenticated documents, we will 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..

Attention: issuing the approval letter may take some time. The sooner you can provide us with your authenticated documents, the better and faster the procedure can be concluded in time for the start of the academic year.

Attention: we will require the actual authenticated (paper) **copies** of your bachelor degree,.

A number of countries are exempted from this. The students from countries that do not warrant authentication, may present their original documents when they come to enroll

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, but authenticated copies, meaning that the copies need to contain original stamps.

Photocopied, e-mailed or faxed stamps are not valid. - 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.

REQUIRED DOCUMENTS

PREREGISTRATION

- A copy of your bachelor degree OR a document that states that you will graduate in a bachelor program in 2018-2019 (**)
- A copy of your passport or ID



- (**) If you do not have your diploma yet: a document that states when you expect to obtain your diploma (preferably issued by your school, or – if not available – by yourself).
- (***) If you are a Chinese student holding a Chinese diploma, please refer to [this page](#)

DOCUMENT SUBMISSION

For holders of a Belgian bachelor degree:

- Original bachelor diploma at the time of enrolment
- Valid identification documents

For holders of a foreign bachelor degree

- Correctly authenticated copy of the bachelor degree before application deadline
- Correctly authenticated translation of the bachelor degree into English, French, Dutch or German if the original language of the bachelor degree is not in either English, French, Dutch or German
- Valid identification for Belgium

PLEASE MAKE SURE YOUR DOCUMENTS HAVE BEEN CORRECTLY AUTHENTICATED (cfr the list of [authentications per country](#)) BEFORE SENDING THEM TO US.

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 are in fact a bachelor in the arts (or in case you apply for an advanced master: that you are a 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.

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

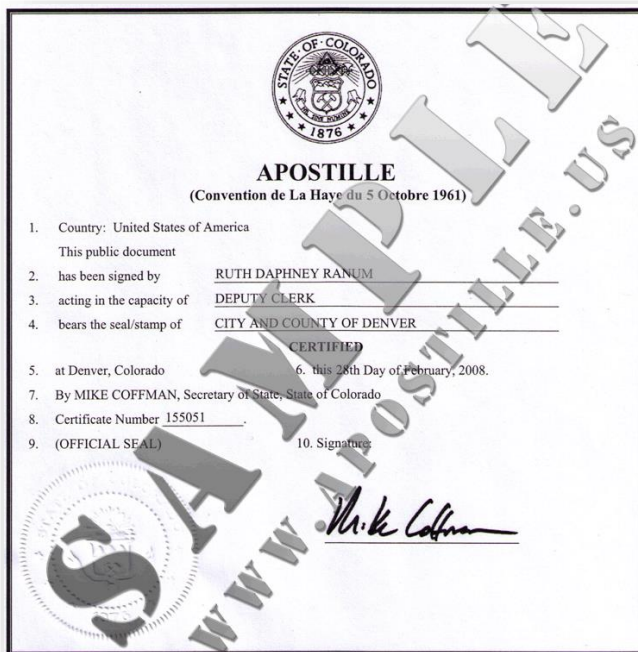
In order to find out what action is required for your country, please consult the *List of countries per authentication method on pages 26 and following.*

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 05/12/2018

COUNTRY	AUTHENTICATION METHOD
Afghanistan	Legalisation
Albania	Apostille
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	Bermuda
Bhutan	Legalisation
Bolivia	Legalisation
Bosnia & Herzegovina	Apostille
Botswana	Apostille
Brazil	Apostille
Brunei	Apostille
Bulgaria	Apostille
Burkina Faso	Legalisation
Burundi	Apostille
Cambodja	Legalisation
Cameroon	Legalisation

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

Granada	Apostille
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	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
Maledives	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



CHECK LIST

- Have you checked the deadlines for application?
- Have you preregistered on <https://webreg.hogent.be>?
- Have you received the automatic reply mail containing the link to the application form?
- Have you entered all necessary info and documents in the application form?
- Did you authenticate your documents?
- Did you send your authenticated documents per post?