APPLICATION GUIDELINES

DIGITAL STORYTELLING
2020-2021

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 continuing your study abroad and/or more specifically: on studying in a postgraduate programme 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 programme 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 programmes 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 programmes. 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

IMPORTANT FIRST WORDS

1. It is of capital importance that candidates respect the deadlines mentioned in the guidelines.

2. We advise foreign candidates to participate in the earliest session. This allows them to take care of all formalities (visa, legalization …) afterwards.

VISIT US

Information moments at the School of Arts:
- Info Day: February 19, 2020 – from 14h00 until 17h00
- Open House Day: April 26, 2020 – from 10h00 until 17h00
- Info Day: June 27, 2020 – from 09h30 until 12h30
- Info Day: September 5, 2020 – 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 with a fascination for internet and online. Creatives who want to explore in audio, video, photo and text what the internet has to offer for storytellers. Telling stories on social media is the key part: think vlogging, blogging, social video, podcasting and social photography. In addition, we also dive deeper into concepts like transmedia, crossmedia, story tools, Virtual Reality, Augmented Reality and Artificial Intelligence and experiment with those emerging technologies.

Anyone who considers himself or herself a creator and who wants to tell better online stories, can apply. The programme is open to all students who are in the possession of a bachelor or master diploma. If you already have experience in making photo, video, text or audio, that’s a nice to have. But it’s no must have. In weekly studio exercises, you’ll get the hang of it. After registering and sending in your motivation, you have a talk with the programme’s coördinator to discuss your ideas and your work. If the talk is positive, you can start the program.

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 and inspired 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 five training modules:
- Inspiration in Digital Storytelling (lectures),
- Experiment in Digital Storytelling (workshops),
- Digital Storytelling in audio, video, photo & text,(workshops)
- Internship and
- Digital Story Experience (graduation project)

The first three 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 continue 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 5 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. 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 Chase Academy.

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)
- Simon Wilkinson & Myra Appannah (BrightBlack, UK)
- Domien Huyghe (writer, BE)
- Brecht Vaes (digital Studio Brussel, BE)
- Klasien van de Zandschulp & Mark Meeuwenoord (Polymorf, NL)
- Dries Depoorter (independent internet artist, BE)
- Kare Veding Poulsen (Danish Rundfunk, DE)
- Nienke Huitinga & Lisa Weeda (transmedial artists, NL)
- Yann Bertrand (photographer, BE)
- Anjali Ramachandran (director Storythings, UK)
- Wim Forceville (VR-expert, Chase Creative, 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)
- Johan Lolos (@lebackpacker, BE)
- 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 2019-2020. 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 determine 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. This is called the preregistration and is the data needed by the University College with regards to your enrolment. Upon complete and correct preregistration, you will automatically receive a link to an online application form.

INTAKE INTERVIEW

A. There will be a selection of candidates based on the submitted applications. Candidates will be notified per e-mail of the selection.

B. The interview with the selection committee will only take place on fixed dates. Foreign candidates who request this, may receive approval for an online interview through Skype or Google Hangouts.

C. The interview with Pieter Blomme, the coördinator of the program 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 2950 € 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 8 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 666 € / 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 Chase website (formerly known as REC).
http://chase.be/blog/digital-storytelling-postgraduate/

Overview of study files

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 …
THE APPLICATION PROCEDURE

The School of Arts organizes 3 intake sessions: one in April, one in July and one in September. Candidates need to choose one. We advise foreign candidates and certainly non-European candidates to apply in the first session.

For both of the application sessions, the procedure follows these steps:

1. Preregistration – online through https://webreg.hogent.be
2. Application Form – online through Cognito Form
3. Invitation or declination to interview
4. Interview
5. Submission of authenticated documents
6. Invitation to enroll
7. Enrolment.

On the next pages, we explain the details for each procedure. A video tutorial on the registration and application is available here.
SESSION 1

<table>
<thead>
<tr>
<th>Application Deadline:</th>
<th>Friday – April 17, 2020 – 16h00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake Interview:</td>
<td>Wednesday – April 22, 2020</td>
</tr>
</tbody>
</table>

Due to the numerous candidates in our various orientation committee interviews and auditions, applications submitted after deadline are no longer processed and will automatically be transferred to Session 2.

1. **Pre-registration online**

   Surf to [https://webreg.hogent.be](https://webreg.hogent.be) and fill out all necessary information. Upon completion, you will receive an automatic e-mail that contains the link to a Cognito application form. 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. **Invitation to audition/interview**

   Upon reception of your application, we will verify
   a) whether your application file is complete
   b) whether you have the right diploma for admission into one of our programs

   If your application is complete and makes you admissible for our programmes, your application is sent to the orientation committee who will give us feedback on whether it would be advisable for you to attend the interview or not.

   If your application is incomplete, you will be notified. You have until the deadline to complete your application.
3. The intake interview

A candidate who receives an invitation to the intake interview will be notified and will receive the practical info for the interview in an e-mail the week before the interview/audition. Candidates who need to fly in to attend the interview, may opt to be interviewed per Skype.

Announcement of the interview results

We aim to inform the candidates on the interview results 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 planned and does not necessarily mean you did not pass the interview.

4. Submission of authenticated documents

Candidates who did not pass the interview will be notified per e-mail.

Candidates who received a positive evaluation for their interview/audition will be notified per e-mail. In the same e-mail, we will inform you which authenticated documents you need to send us per postal mail. E-mailed or faxed documents are not legally valid and are not accepted for this reason.

Upon reception of your documents, the authenticity will be checked and the school will issue an invitation to enroll at the School of Arts. 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.

Attention: We require the physical (paper) copies of your documents (diploma, transcripts and translations) that bear the original authentication stamp (apostille stamp or legalization stamp).

To find out what authentication your documents need, consult the chapter on document authentication in these guidelines. 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 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 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.
5. Invitation to enroll

When all documents are correct and you passed your intake session, we will issue an invitation letter that allows you to come and enroll at the school. This letter can be used for student visa purposes, if needed.

6. Enrollment

A student who wishes to enroll at the School, needs to come to the student affairs department in person.
SECTIONS 2 & 3

<table>
<thead>
<tr>
<th></th>
<th>Session 2 Application Deadline:</th>
<th>Friday – July 3, 2020 – 16h00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Intake Interview</td>
<td>Wednesday – July 8, 2020</td>
</tr>
<tr>
<td></td>
<td>Session 3 Application Deadline</td>
<td>Friday – September 11, 2020</td>
</tr>
<tr>
<td></td>
<td>Intake Interview</td>
<td>Wednesday – September 16, 2020</td>
</tr>
</tbody>
</table>

Due to the numerous candidates in our various orientation committee interviews and auditions, applications submitted after deadline for session 2 are automatically transferred to session 3. We strongly advise to submit applications before deadline to guarantee processing of your application.

1. Pre-registration online

Surf to [https://webreg.hogent.be](https://webreg.hogent.be) and fill out all necessary information. Upon completion, you will receive an automatic e-mail that contains the link to a Cognito application form. 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.

9000 Ghent
Belgium

From experience we have noticed that this point in the procedure is sometimes 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 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*

2. Invitation to audition/interview

Upon reception of your online application, we will verify

a) whether your application file is complete

b) whether you have the right diploma for admission into one of our programs

If your application is complete and makes you admissible for our programmes, your application is sent
to the orientation committee who will give us feedback on whether it would be advisable for you to attend the interview or not.

3. The intake interview

A candidate who receives an invitation to the Orientation Committee interview will be notified and will receive the practical info for the interview in an e-mail the week before the interview/audition. Candidates who need to fly in to attend the interview, may opt to be interviewed per Skype.

Candidates for whom the committee decides against an interview will also be notified per mail.

Announcement of the interview results

We aim to inform the candidates on the interview results 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 planned and does not necessarily mean you did not pass the interview.

4. Submission of authenticated documents

The session 2 or 3 candidates are required to deliver the original authenticated copies of their documents to us before the deadline (cfr. “2. Application Form”).

Upon reception of your documents, the authenticity will be checked and the school will issue an invitation to enroll at the School of Arts.

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.

Attention:

- we do not require your original diploma, transcripts and translations, 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.

5. Invitation to enroll

When all documents are correct and you passed your intake session, we will issue an invitation letter that allows you to come and enroll at the school. This letter can be used for student visa purposes, if needed.
6. Enrolment

A student who wishes to enroll at the School, needs to come to the student affairs department in person.
REQUIRED DOCUMENTS

During your application, you will need to upload documents and subsequently also send them to us per postal or registered mail.

You will need to upload following documents:

- ID Card
- Your diploma and diploma transcripts in original language
- Your diploma and diploma transcripts translation (English, Dutch, French or German)

You will need to send us following documents per postal or registered mail:

- A copy of your diploma and diploma transcripts in original language. The copy needs to have an original authentication stamp. Photocopied, faxed or e-mailed version are not accepted.
- A copy of your diploma and diploma transcripts translation (English, Dutch, French or German). The copy needs to have an original authentication stamp. Photocopied, faxed or e-mailed version are not accepted.

The postal address for your documents is:

- School of Arts Ghent - Paul Lamont - Student Affairs Department – Louis Pasteurlaan 2 – 9000 Ghent – Belgium

Candidates in Session 1 can send the documents after they have received a positive evaluation from the orientation committee.

Candidates in Session 2 (or later) must deliver the documents before the expiration of the deadline.
DOCUMENT AUTHENTICATION & TRANSLATION OF YOUR DOCUMENTS.

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. 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.

Please remember: 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.
WHICH AUTHENTICATION METHOD 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 in these application guidelines.

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 the person who placed it) and correctness of the seal/stamp on the document.
**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 layout 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](image-url)
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.diplomatic.be](http://www.diplomatic.be) – list update by School of Arts on 05.12.2019

**Certificate Stamp** (= issued by the school who delivered the diploma)


**Apostille Stamp** (= issued by the authorities in this link)


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

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](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)
ADDITIONAL REQUIREMENTS FOR STUDENTS FROM CAMEROON AND NIGERIA

This information will be updated soon.
## OVERVIEW OF DEADLINES AND DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.02.2020</td>
<td>Info Afternoon (14h-17h)</td>
</tr>
<tr>
<td>04.04.2020</td>
<td>Student Affairs Department Closed for Easter Recess</td>
</tr>
<tr>
<td>17.04.2020 / 16h00</td>
<td>Submission Deadline Session 1</td>
</tr>
<tr>
<td>20.04.2020</td>
<td>Student Affairs Department Re-Opens</td>
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<tr>
<td>22.04.2020</td>
<td>Intake Session 1</td>
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<td>26.04.2020</td>
<td>Open House Day</td>
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<td>27.06.2020</td>
<td>Info Morning (09h30-12h30)</td>
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<td>03.07.2020 / 16h00</td>
<td>Submission Deadline Session 2</td>
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<td>08.07.2020</td>
<td><strong>Intake Session 2</strong></td>
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<td>11.07.2020</td>
<td>Student Affairs Department Closed for Summer Recess</td>
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<tr>
<td>10.08.2020</td>
<td>Student Affairs Department Re-Opens</td>
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<td>11.09.2020 / 16h00</td>
<td>Submission Deadline Session 3</td>
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<td>16.09.2020</td>
<td>Intake Session 3</td>
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<tr>
<td>18.09.2020</td>
<td>Welcoming / Information Day Foreign Master Students</td>
</tr>
<tr>
<td>21.09.2020</td>
<td>Start Academic Year 2020-2021</td>
</tr>
</tbody>
</table>
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?