



Application Guidelines 2020-2021

Postgraduate Musical Performance Practice
Postgraduate Soloist Classical Music

English Programs



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Dear Candidate,

The School of Arts is able to welcome a growing number of new external master students every year. Apart from an increasing number of Belgian master 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 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. In case of problems, please contact paul.lamont@hogent.be

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.



MINIMUM REQUIREMENTS TO ENTER A 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.

In order to enter the postgraduate programs, you will need to have a master degree in instrument practice or performance.

You can also apply if you will receive your required degree it at the end of your current academic year 2019-2020. If you can provide us with a document from your school that says when you expect to obtain your diploma, you are very welcome to submit your application. The final approval, however, is only issued when you have submitted a correctly authenticated final (or provisional) bachelor/master diploma copy.

All application files are checked individually at the School of Arts. We determine whether you have a master degree and whether your diploma can be considered as a diploma *in musical practice or performance*

- **In musical practice or performance:** In most cases, it is quite simple to determine whether your diploma is a diploma obtained in instrument practice or performance or not. For example: If you studied to be a bachelor of music in violoncello, there is no doubt that your diploma means that you trained to play the violoncello. If you studied to be a bachelor in musicology, it is rather obvious that the focus of your diploma was not on learning how to play an instrument or how to perform with an instrument.¹

Some cases, however, may not be so obvious. Therefore, if you have a degree or education closely linked to various academic processes that we find in our bachelor or master degrees, you could still have an interesting artistic viewpoint on things and that you could formulate a very interesting master proposal. Your portfolio, master proposal, motivation letter, diploma transcripts and diploma supplements will be crucial pieces of information to us to determine where you stand and whether you can be invited for an interview or allowed an entry into our master/advanced master programs.

If you apply for composition, music theory, instrument building or music production, we will of course not require that you have a degree in instrument practice or performance.

¹ For more information on the Belgian education system you can visit the Belgian country module on <http://www.nuffic.nl/en/diploma-recognition/country-modules>



APPLYING FOR A POSTGRADUATE PROGRAM

MASTER PROPOSAL/MOTIVATION LETTER

Here is a word of explanation on two important features of any application.

THE MASTER PROPOSAL

One of the most important documents of your application is the master proposal, because – together with the portfolio – it will be one of the arguments in the decision to invite you to the interview/audition rounds. Every application file, must therefore contain a master proposal.

The proposal is a document in which the candidate describes the starting point and outlines of the artistic research he/she wishes to carry out in his or her master projects. This needs to be motivated from his/her personal history as an artist or art student. The document needs to be between 1500 and 2000 words and needs to contain the following elements:

Part 1:

A Working Title + a personal statement why you are a suitable candidate for the course. What you hope to achieve during your studies at the School of Arts and how this relates to your career aspirations. Give details of your subject interests, relevant experiences and abilities in arts.

Part 2:

Discuss the research question(s) you would like to elaborate on in your artistic master project, which interests, ideas and media you wish to explore through the master program and how your master project would help to attain your long-term goals. Mention artistic and/or theoretical references. Illustrate how you would start up this master project, on a practical and technical level as well as on the level of contents. Define a possible theme for your master thesis and explain how this thesis could support you in your artistic process.

The master proposal describes in general terms what you hope to achieve by means of artistic research and will often already form the (general) basis of the student's master projects and thesis. (This does not mean, however, that your master proposal pins you down to an unchangeable viewpoint or basis for your master study, since any artistic process is and should be open to change and evolution).

Part 3:

Add any relevant info that can support your motivation and research project.

The master proposal is a central part of your application and will also be a central part of the interview or audition with the Orientation Committee The document connects with the principle that we, as a school of arts, wish to start from the viewpoint of the student. From the start, the proposal will also lay the foundation for the ideal approach and guidance of the student and his/her idea(s).

You will need to upload the Master Proposal as a PDF document in the online application form you will receive after a correct preregistration on <https://webreg.hogent.be>.



THE MOTIVATION (for all candidates in classical, jazz or pop)

Briefly explain (maximum 1 page) what your motivations are to come and study at specifically our faculty and in the programme you would like to study in. Also explain what you hope to achieve/learn from your master programme.



THE POSTGRADUATE PROGRAMMES EXPLAINED

If you would like to study for an extra year after completing your Masters in Music qualifications, the Ghent Conservatory postgraduate programmes may be what you are looking for.

Musical Performance Practice

Information on the program is also [available here](#)

In our postgraduate **Musical Performance Practice** program, as a performing musician (individual or ensemble), you have the opportunity to devote a year to a clearly defined artistic research project under the guidance of one or more instructors at the Ghent Conservatory. These instructors are specialists in performance practice, musicologists and Masters in the Arts.

At the core of this program, you will use a concrete research project in order to focus on the interpretation and performance practice of old or new music. You specialize in the development and testing of new performance methods, based on historic, musicological and personal artistic investigation.

In addition to conducting your own artistic research project, as part of the Arts in Practice segment of the program, you are thoroughly active in the world of the performing arts. Here, the Ghent School of Arts helps putting you in touch with its extensive network of professional partners.

Finally, you will place your own research in a broader perspective by taking part in specific and targeted investigation.

Soloist Classical Music

Information on the program is [available here](#)

As a performing musician in our postgraduate program Soloist Classical Music, you can immerse yourself deeper in a specific segment of the solo repertoire, with the objective of achieving a greater level of excellence in both the technical and the interpretive aspects of your performance. A pared-down study programme, revolving around the three cornerstones of Skills, Network and Exposure, allow an elegant means of combining this study with your professional activities.

The focus of the study is on the development of practice, tutored by a faculty member at the Ghent Conservatory whom you yourself have chosen. In addition, by way of the Arts



in Practice segment of the programme, you are actively engaged in the art world. Here, the Ghent School of Arts brings you in contact with an extensive network of professional partners. Finally, you further develop critical, reflective abilities concerning your own musical practice, as well as that of others.



APPLYING FOR A POSTGRADUATE PROGRAM

MUSICAL PERFORMANCE PRACTICE

Information on the program is [available here](#)

The Orientation Audition consists of two parts: A proposal for an artistic Research Project on the one hand and a concert-lecture on the other.

A. Proposal Artistic Research Project (Master Proposal)

The proposal is a document in which the candidate will describe the starting point and more or less concrete outlines of an artistic research project in the field of music performance. This artistic research project will be the steering topic during the postgraduate program and the activities in both the courses performance practice & arts in practice as well as in the research seminars.

The proposal needs to be between 1500 and 2000 words and needs to contain the following elements:

Part 1:

A Working Title + a personal statement why you are a suitable candidate for the course. What you hope to achieve during your postgraduate studies at the School of Arts and how this relates to your career aspirations. Give details of your subject interests, relevant experiences and abilities in arts.

Part 2:

Discuss the research question(s) you would like to elaborate on in your artistic project, which interests, ideas and media you wish to explore through the postgraduate program and how your project would help to attain your long-term goals. Mention artistic and/or theoretical references. Illustrate how you would start up this project, on a practical and technical level as well as on the level of contents.

Part 3:

Add any relevant info that can support your motivation and artistic research project.

The proposal is a central part of your application and will also be a central part of the interview at the audition with the Orientation Committee. The document connects with the principle that we, as a school of arts, wish to start from the viewpoint of the student. From the start, the proposal will also lay the foundation for the ideal approach and guidance of the student and his/her idea(s). You will need to upload the Proposal as a PDF document in the online application form you will receive after a correct preregistration on <https://webreg.hogent.be>.



B. Concert-Lecture and Interview

At the audition with the orientation committee the candidate gives a concert lecture of 30 minutes. A concert lecture is musical work interspersed with brief textual interventions. These interventions can be reflections on the music pieces that the candidate played, own motivations and insights herein as well as an explanation of how this musical work is linked to the formulated artistic project. The candidate prepares a minimum of 20 minutes music and 10 minutes lecture. There are no restrictions in the composition of the repertoire.

After the concert lecture there will be an interview with the orientation committee. This interview will have a focus on the motivation of the candidate for the postgraduate program, a discussion on the proposal for the artistic research project as well as a conversation on the concert lecture itself.

C. Remarks

Following a motivated request by the candidate during the application procedure, the orientation committee may consider alternatives for your audition.

An application may be done individually but also as an ensemble. In the second option as well as the artistic research project as the concert-lecture may be done together with the ensemble. However, if accepted, every member of the ensemble has to subscribe for the postgraduate individually.



SOLOIST CLASSICAL MUSIC

The Orientation Audition consists of two parts: A proposal for a Musical Project on the one hand and an audition on the other.

A. Proposal Musical Project

The proposal is a document in which the candidate will describe the starting point and more or less concrete outlines of the specific segment of the soloist repertoire the candidate wants to research during the postgraduate.

The proposal needs to be between 1500 and 2000 words and needs to contain the following elements:

Part 1:

A Working Title + a personal statement why you are a suitable candidate for the postgraduate course. What you hope to achieve during your postgraduate studies at the School of Arts and how this relates to your career aspirations. Give details of your subject interests, relevant experiences and abilities in arts.

Part 2:

Discuss the soloist repertoire you would like to elaborate during your studies, which interests, ideas and media you wish to explore through the postgraduate program and how your project would help to attain your long-term goals. Mention artistic and/or theoretical references.

Part 3:

Add any relevant info that can support your motivation and artistic research project.

The document connects with the principle that we, as a school of arts, wish to start from the viewpoint of the student. From the start, the proposal will also lay the foundation for the ideal approach and guidance of the student and his/her idea(s).

You will need to upload the Proposal as a PDF document in the online application form you will receive after a correct preregistration on <https://webreg.hogent.be>.

B. Audition and Interview

During your practical instrument/voice test you have to show your artistic and technical level in as many possible ways. The repertoire consists of at least a half hour program. At least one composition should be contemporary music, preferably written after 1950.

What to present at the Orientation Committee?

You bring along a program overview with:

- Your name and date of birth
- For each piece:
 - Full name of the composer with date of birth (and death)
 - Full name of the composition, number of opus (if available) and date of the composition (if known)
 - The part you prepared for this exam
 - Example: Wolfgang Amadeus Mozart (1756- 1791): Sonata for piano in c minor (K. 457), (1784), part 1 allegro

With the submission of your application documents, you will also submit your program scores PDF (e-mail or memory stick). The pieces are in playing order, confirming your program overview.

Compositions with obliged piano accompaniment or piano reduction (concerti), have to be performed with piano accompaniment. If an accompanist is required, you need to indicate this in your application documents. If you have not done this at the submission deadline, we cannot guarantee that we can provide an accompanist for you. If the repertoire is of the nature that it cannot be managed by our team of accompanists, the candidate will need to arrange the accompaniment her/himself.

After the audition there will be an interview with the orientation committee. This interview will have a focus on the motivation of the candidate for the postgraduate program, a discussion on the proposal for the musical project as well as a conversation on the audition itself.

C. Remarks

Following a motivated request by the candidate during the application procedure, the orientation committee may consider to do the concert-lecture and the interview via Skype.



PROGRAM COORDINATORS

All programs (English and Dutch) are coordinated by a specific person. They are the ones you can contact if you require information on the program's content. These people can either refer back to a curriculum manager or to the Student Affairs Department.

Master in Classical Music	Mr. Lukas Huisman	Lukas.huisman@hogent.be
Advanced Master in Contemporary Music	Mr. Joris Blanckaert	joris.blanckaert@hogent.be
Postgraduate Programs	Mr. Lukas Huisman	Lukas.huisman@hogent.be
Master in Composition	Mr. Filip Rathé	filip.rathe@hogent.be
Master in Music Theory	Mr. Filip Rathé	filip.rathe@hogent.be



PRICES

To be confirmed.

The underneath table contains the prices for 2019-2020

	EEA STUDENT	NON EEA STUDENT
Postgraduate Music Performance Practice	2500 €/full time year	2500 € /full time year
Postgraduate Soloist Classical Music	4000 €/full time year	4000 € / full time year



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).

OVERVIEW OF THE APPLICATION PROCEDURES

SESSION 1

Application Deadlines

April 30, 2020 – 16h00

Orientation Committee Auditions/Interviews

May 12, 2020

Due to the numerous candidates in our various orientation committee interviews and auditions, applications submitted after deadline are automatically be transferred to the next session.

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 add upload 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](#).

3. Verification of your application file + 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 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..

4. The Orientation Committee interview or audition

A candidate who receives an invitation to the Orientation Committee audition/interview is required to appear in person in front of the committee. You will receive the exact date and location for the interview in an e-mail the week before the interview/audition.



5. **Announcement of the Interview/Audition results**

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/audition**

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 remaining application documents per postal mail, if you have not done so already.

7. **Submission of your documents to the School of Arts**

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. At the moment that we receive this letter, the School of Arts will invite you to come and enroll.

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 (paper) authenticated copies** of your diploma, transcripts and translations at this point. A number of countries are exempted from this. To find out what authentication your documents need or if they need any, please consult [this page](#) of the 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 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 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.



SESSION 2 OR SESSION 3

Application Deadlines

Session 2: To be confirmed

Session 3: June 26, 2020 at 16h00

Orientation Committee auditions/interviews

Session 2: To be confirmed

Session 3: August 24, 2020

Due to the numerous candidates in the many different orientation interviews and auditions, we only process applications submitted after deadline when time and organization still allow us to do so. We therefore strongly (!) advise to submit as soon as possible before the deadline in order to guarantee a processing of your application-

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 online application and upload required documents

Complete the online application form for which you received a link per automatic e-mail when you pre-registered. A list of all documents that we will need you to submit is mentioned on this page.

Attention: in addition to your documents that need to be uploaded through the online application form, we will require the **actual authenticated (paper) copies** of your diploma, transcripts and translations at this point. To find out what authentication your documents need or if they need any, please consult page 34 of these guidelines. (The students from countries that do not warrant authentication, may present their original documents when they come to enroll).

Please make sure the digital and physical documents reach us before the deadline expires. (=physical **and** digital documents)

Address to send your documents to:
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 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

The list of required documents in this session is available [here](#).

The list of authentication methods per country is available [here](#).

3. Verification of your application file | Invitation

Upon reception of your application documents, we will verify whether your application file is complete if you have is the right diploma for an admission into one of our master programs. If this is the case, we will confirm this to you in a mail that contains our opinion on the level of your degree (academic or professional) and will also hold the invitation to attend the orientation committee interview.

In case your application is incomplete, we will ask you to complete your file before continuing the procedure. You have the time to complete and submit your documents until the deadline expires.

4. The Orientation Committee interview and/or audition

A candidate who receives an invitation to the Orientation Committee interview is required to appear in person in front of the committee. You will receive the exact date and location for the interview in an e-mail the week before the interview/audition.

5. Announcement of the Interview/Audition results

We aim to inform the candidates on the outcome of their interview/audition 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. It does not necessarily mean you did not pass the interview/audition.



6. You passed the interview/audition

After we received your authenticated documents, we check their authenticity. At the moment the orientation committee formally informs us that you passed the audition, we will issue a letter stating that you may be enrolled as a student at the School of Arts for the upcoming academic year. For candidates that require a document to help them obtain their student visa, this will be issued at this point as well.

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

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
- Master Proposal and/or Motivation Letter (cfr. specifications underneath)
- Your diploma and diploma transcripts in original language
- Your diploma and diploma transcripts translation (English, Dutch, French or German)
- Your audition programme overview (cfr. specifications underneath).
- Your audition programme scores/sheet music (classical music candidates)

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.

Program overview for candidates in classical music:

· *Your name and date of birth*

· *For each piece:*

- *Full name of the composer with date of birth (and death)*
- *Full name of the composition, number of opus (if available) and date of the composition (if known)*
- *The part you prepared for this exam*
- *Example: Olivier Messiaen (1908-1992): Catalogue d'Oiseaux (1956-1958), Livre 2 "Le Traquet Stapazin"*



DOCUMENT AUTHENTICATION & TRANSLATION OF YOUR DOCUMENTS.

WHAT IS: AN AUTHENTICATION?

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

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 or postgraduate program: 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

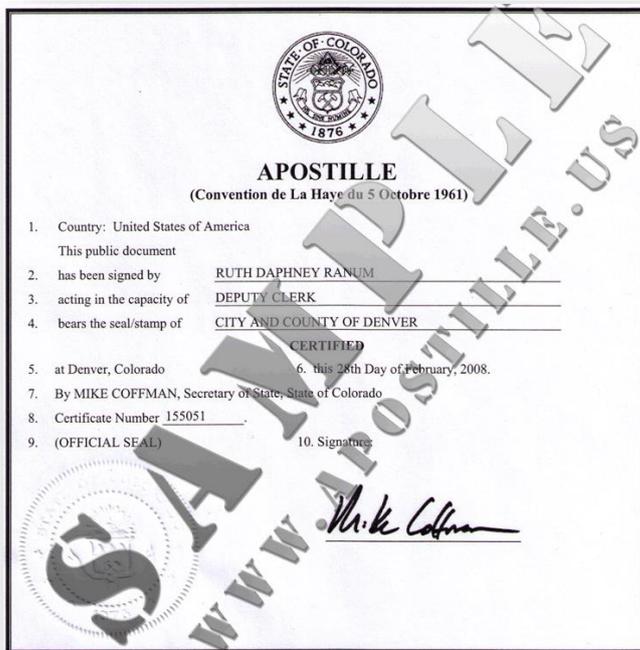
In order to find out what action is required for your country, please consult the *List of countries per authentication method on pages 28 and following*.

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.diplomatic.be> – list update by School of Arts on 01/12/2016

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

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

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

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

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

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



DOCUMENT TRANSLATION

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



OVERVIEW OF DEADLINES AND DATES

Date	Event
19.02.2020	Info afternoon 14h-17h00
30.04.2020 at 16h00	Deadline Orientation Interview & Audition - Session 1
12.05.2020	Orientation Interview and Audition – Session 1
04.04.2020	Student Affairs Department Closed for Easter Recess
20.04.2020	Student Affairs Department Re-Opens
26.04.2020	Open House Day
26.06.2020 / 16h00	Submission Deadline Session 3
27.06.2020	Info Morning (09h30-12h30)
11.07.2020	Student Affairs Department Closed for Summer Recess
10.08.2020	Student Affairs Department Re-Opens
24.08.2020	Interviews/Auditions: Session 3
18.09.2020	Welcoming / Information Day Foreign Master Students
21.09.2020	Start Academic Year 2020-2021



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?