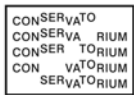




Application Guidelines 2018-2019

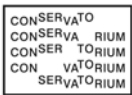
Master in Visual & Audiovisual Arts
Master in Drama

English & Dutch Programs
Academic Year 2018-2019



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Dear Candidate,

If you are reading these words, we may safely assume that you are looking for information on continuing your study abroad and more specifically: on studying in a master program at the School of Arts | University College Ghent. Look no further: you have come to the right place.

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 master students in our 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 master 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 28, 2018 – from 14h00 until 17h00
- Open House Day: April 22, 2018 – from 10h00 until 17h00
- Info Day: June 30 , 2018 – from 15h until 19h00
- Info Day: September 1, 2018 – from 14h until 17h00



Please print only what you need.

MINIMUM REQUIREMENTS TO ENTER A MASTER PROGRAMME

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 one of our master programs is that you have obtained an equivalent diploma to the Belgian academic bachelor degree in the (creating) arts at the time you enroll for the master.

You can also apply if you will receive your required degree it at the end of your current academic year 2017-2018. 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 to enroll, however, is only issued when you have submitted a correctly authenticated final (or provisional) bachelor/master diploma copy.

All application files are first verified individually here at the School of Arts. We determine whether you have the equivalent to an academic bachelor and whether your diploma can be considered as a diploma in the (creative) arts.

- **Equivalence:** In some cases, foreign bachelor diplomas are not equivalent to our Belgian academic bachelors, but to our professional bachelors. If this is the case, you can still start in the master if you follow a [bridging program](#) first. Your diploma transcripts and supplements are important sources of information to us in determining whether you have an equivalent to a professional or academic bachelor ¹.

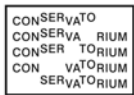
The purpose of a bridging program is to “academise” your professional diploma. It is composed of a necessary number of subjects from our bachelor programs. Depending on each individual file and on the outcome of the application interview, this program can sometimes be combined with a part of the master program already..

For students who have an academic degree in the arts but in a totally different discipline or background, there is the [preparation program](#), which also takes subjects from the bachelor programs

- **In the (creating) Arts:** In most cases, it is quite simple to determine whether your diploma is an arts diploma or not. For example: If you studied to be a bachelor of Fine Arts, there is no doubt that your diploma is one obtained in the Arts. If you studied to be a bachelor in electronics, it is rather obvious that your diploma was not obtained in an arts discipline.

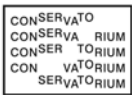
Some cases, however, may not be so obvious. For instance, you are a bachelor in Visual Communications Design. That could mean you are not strictly a bachelor in the (creating) Arts, but it could mean that your education is linked closely enough to various arts processes in order for you to still have an interesting artistic viewpoint on things and that

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>



you could formulate a very interesting master proposal. Your portfolio, master proposal, 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.

Note: the title “Bachelor of Arts” does not necessarily mean that your diploma is one obtained in a creating art discipline.



MASTER PROPOSAL & PORTFOLIO: TWO IMPORTANT FEATURES.

MASTER PROPOSAL & PORTFOLIO: TWO IMPORTANT FEATURES.

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.

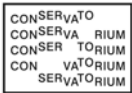
The master proposal describes in general terms what you hope to achieve by means of artistic research and will often already form the (general) basis of the student's master projects and thesis. (This does not mean, however, that your master proposal pins you down to an unchangeable viewpoint or basis 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 PORTFOLIO

You apply for our one of our master programs, because you are or will soon be a bachelor in the arts. The diploma or curriculum, however, serve only administrative purposes and are quite limited when one needs to form an impression of the artist behind the degree. An artist's body of work speaks more clearly and gives us a much better idea of his/her artistic level, what he/she is about or has to offer and on whether the candidate may be a valuable and interesting artist who is able to function in our master programme(s). That is why we require candidates to provide us with a portfolio.

Candidates will need to provide a portfolio in two stages of the application procedure:

1. *A **digital portfolio** when submitting your application documents.*
We accept links to websites like Tumblr, Flickr, Youtube or Vimeo and we accept PDF files through the application form. **We do not accept portolios on dvd's, cd's, usb ... or any other physical format.** The goal is to be able to swiftly forward your portfolio per e-mail to all necessary committee members, together with your master proposal
2. *An **physical portfolio** at the time of the interview.*
This may be combined with the digital portfolio that you already submitted. Portable digital portfolios are allowed here. During the interview the candidate can give a short presentation of his/her portfolio. Please note that each interview lasts about 25 minutes.

The artistic portfolio is a presentation of the artistic evolution during the previous studies or in the past 5 years. It can contain documentation on artistic work as well as reproductions of artistic work. The candidate should restrict him/herself to relevant work (artistic work that is relevant to the candidates' artistic process, his/her artistic goals and master proposal).

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

Important Portfolio note for candidates in Fine Arts, Film and Graphic Design: *The Orientation Committee for Fine Arts, Film and Graphic Design will select candidates for the application round interviews on the basis of the digital portfolio and master proposal, so it is of crucial importance for these candidates to submit the digital portfolio before the submission deadline. Only candidates who receive positive feedback (and who meet the other requirements) are advised to take the interview.*

Attention: *the portfolio needs to be submitted as part of the entire application file. Standalone portfolios will not be taken into account. Practical requirements: preferably links to websites and if sent per e-mail: pdf format no larger than 15 MB. Please do not send Wettransfer links, because these expire too soon.*

Important Portfolio note for candidates in Photography: *A digital portfolio will need to be submitted beforehand when applying, but at the time of the orientation committee interview, the committee members will require a physical portfolio with following minimum requirements:*

At least two completed projects

proving your artistic sensibility, your force as a photojournalist or any other personal point of view with a photographic ground base (showing your commitment, ideas and personal view on the world). Do this by showing prints, book(s), publication(s), ... There are no dimension or number restrictions for this part. However, keep in mind you'll be allowed a limited amount of time to explain your work and convince the jury.

12 printed photos in A3 size

6 images in which you demonstrate that you can handle documentary work. If you have more, please refer to a Tumblr account or a website for additional photos. Please note:

“documentary” work in this context means : a series with a human presence/content in a realistic environment or situation.

and

6 images that show your technical ability (studio work, flash photography, lighting set up images, the making of correctly focused shots, mastery of printing techniques ...). These may be images from technical exercises. Please note that we will be paying attention to the degree of excellence of these 12 prints.

Important Portfolio note for candidates in Fashion: *The portfolio presented to the members of the orientation committee should not only demonstrate the end results, but also needs to focus on the process of creation as it is important that the artistic research questions and technical skills that lead up to the end result are also translated*

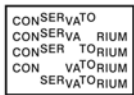
Important note for candidates in Drama (Available in English as of 2018-2019)

We realise that composing a digital portfolio for drama-artists is not self evident. Nevertheless, it is of capital importance that the candidate submits a digital portfolio that presents a clear and representative image of the work and 'career' path of the artist up until the present (photo, video, tekst and explanation on the material are useful). The way in which the candidate composes the portfolio will be part of the evaluation/estimation of the candidate.

In the master of drama, students will not so much write a thesis, but more a reflection linked to a master project. This means that for drama the thesis subject does not need to be explicitly delineated. In contrast, the research/reflective question in both thesis and master project will be of great importance.

We beseffen dat het samenstellen van een digitale portfolio voor dramakunstenaars niet evident is, desalniettemin is het van groot belang dat de kandidaat ons een digitale portfolio bezorgt die toch een duidelijk en representatief beeld geeft van het werk en het afgelegde parcours van de kunstenaar tot nog toe. (Foto, video, tekst en uitleg materiaal zijn waardevol) De manier waarop het portfolio is samengesteld maakt deel uit van de beoordeling/inschatting van de kandidaat.

Bij master drama schrijven de studenten niet zo zeer een thesis maar eerder een reflectie met gekoppeld daaraan de masterproef. Dus voor drama hoeft het thesisonderwerp niet zo geëxpliciteerd worden. Wel van belang is de onderzoeksvraag die zowel in de reflectie als in de masterproef tijdens het maakproces aan bod zullen komen.



Creating a Digital Portfolio

If you do not have a portfolio yet, these websites are very handy tools to create your own free portfolio:

- www.behance.net
- www.coroflot.com
- www.cargocollective.com
- www.vimeo.com
- www.flickr.com
- www.pinterest.com
- ...

USEFUL INFORMATION ON ...

THE BRIDGING PROGRAM / THE PREPARATION PROGRAM

THE BRIDGING PROGRAM

In Flanders, the majority of art schools provide academic training. The research skills aimed for are artistic, as well as theoretical and reflective. Immediate admission to the master programs at KASK is only available to those who hold an academic bachelor degree in drama, visual or audiovisual arts, or an equivalent diploma.

If you wish to apply for one of our master programs, we will verify whether your bachelor diploma can be considered equivalent to an academic bachelor degree. Criteria used to establish the level of your diploma are (amongst others): precedents, the duration of your study, the balance between theoretical/practical subjects, the fact that your diploma grants access to a university study in your country, the contents of the subjects in your bachelor program,

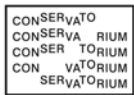
If we are unable to recognize your bachelor degree in the arts as the equivalent to an academic bachelor degree, but can establish that your degree is equal to our **professional bachelor degree** you can still apply, but you will be required to follow the bridging program that precedes the master program of your choice. The bridging program is meant to ‘academise’ your level. Mostly this means catching up on a number of academic courses and skills that support the reflective and academic nature of the art discipline you wish to continue your studies in.

In composing the curriculum of the bridging programs, both a curriculum manager and the master coordinator (mostly also the chairman/woman of the orientation committee) are consulted. The master coordinator and the members of the orientation committee will decide on whether practical subjects should be added to the curriculum and the curriculum manager decides on the theoretical subjects that need to be part of your bridging program curriculum. The number of credits in a bridging program may range from 45 ECTS to 90 ECTS (60 ECTS is considered as a full time year of studying in Flanders). Through exemptions based on previous studies, the number of subjects that one effectively needs to follow and take exams for, can drop below the minimum required 45 ECTS. Theoretically, this means that the bridging program can sometimes be combined with the first part of a master program already.

| |
|--|
| Mrs. Annelies Vlaeminck – annelies.vlaeminck@hogent.be – curriculum manager Visual Arts |
| Mrs. Femke Neels – femke.neels@hogent.be – curriculum manager Audiovisual Arts |
| Mr. Pascal Desimpelaere – pascal.desimpelaere@hogent.be – curriculum manager for Drama. |

THE PREPARATION PROGRAM

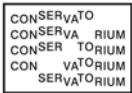
Students who have the equivalent to an academic bachelor in the arts but in a completely different discipline, may be required to follow a preparation program. This program is also composed from subjects from the bachelor programs we offer, but has less restrictions in terms of minimum/maximum credits.. Here too, a combination with subjects in the master is possible, depending on the composition of the preparation program curriculum.



MASTER COORDINATORS

All master 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 Fine Arts | Mr. Paul Casaer | paul.casaer@hogent.be |
| Master in Graphic Design | Mr. Thomas Desmet | thomas.desmet@hogent.be |
| Master in Photography | Mrs. Anne Françoise Lesuisse | annefrancoise.lesuisse@hogent.be |
| Master in Multimedia Design | Mrs. Adva Zakai | adva.zakai@hogent.be |
| Master in Fashion | Mr. Bram Jespers | bram.jespers@hogent.be |
| Master in Textile Design | Mrs. Els Huygelen | elisabeth.huygelen@hogent.be |
| Master in Animation Film | Mr. Luc Degryse | luc.degryse@hogent.be |
| Master in Film | Mrs. Hilde D'haeyere | hilde.dhaeyere@hogent.be |
| Master in Drama | Mr. Frederik Le Roy | frederik.leroy@hogent.be |



PRICES

Tuition fees may vary slightly from year to year. Belgian students may apply for a student grant from the Belgian government. Foreign students cannot apply for any grants through the Belgian government. If your country has a bilateral agreement with Belgium, then a grant under this agreement is a possibility, but it needs to be requested in your country of origin through the competent authorities.

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 tuition fee for the master programs comes to

- For Belgian and EEA students: approximately 922,30 €/year for a full-time program in the bachelor and master program.
- For Non-EEA students: 2766,90 €/ year for a full-time program in the bachelor and master programs. A number of students are exempted from this higher fee. To find out which students, please see underneath in the section “Students exempted from higher tuition fees” on the following page.

Additionally, there is a studio fee to be paid on a yearly basis as well. This fee may vary between 125 € and 400 € per year, depending on the discipline you apply for. The exact fees will be announced on the University College website (www.hogent.be) in the course of this academic year. A full studio fee is due, from the moment that you take up practical subjects in your curriculum.

The general cost of living in Belgium: Officially, one needs to take into account a provision of 631 €/ month. However, this figure is not very much in accordance with reality. A student who lives cheap, should be able to get by on 1.000 €/ month (all depending on your personal life style and the cost of your house/apartment/studio ...). This figure is merely indicative, of course. Please try to get as much info as you can before you arrive in Belgium.

STUDENTS EXEMPTED FROM HIGHER TUITION FEES

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

SCHOLARSHIPS/GRANTS

As mentioned – normally - foreign students cannot receive funds from the Belgian government for their studies in Belgium. However, exceptions do occur. The following websites may therefore be interesting to check out:

- <http://www.studyinbelgium.be/en/financing-your-studies>
- <http://www.studyabroad.com/scholarships.aspx>
- <http://www.ond.vlaanderen.be/internationaal/CA/default.html>
- <http://www.studyinlanders.be/en/scholarship-programmes/master-mind-scholarships/>

THE SCHOOL OF ARTS SCHOLARSHIP FOR NON EEA STUDENTS

Candidate students for an initial master program, preparation program or bridging program in the fields of visual arts, audiovisual arts, music and drama can be eligible for a scholarship. The amount of the scholarship equals the increased tuition fee for the study program. The core requirement is that the candidate has a nationality not belonging to the European Economic Area and fall into to the category of students that are subject to increased tuitions fees (students who do not fall into this category are listed on page 14). An additional requirement is that the candidate participates in the Spring Selection Round preceding the academic year he/she applies for.

The allocation of the scholarship is not based on artistic merit during the orientation committee interview/audition, but is based on a motivation letter and – if available – additional attestations illustrating the personal or socio-economic situation of the student.

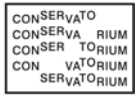
A candidate needs to apply for a scholarship during his application for the master program (or bridging or preparation program). Applications for a scholarship are processed with all due confidentiality and members of the orientation committee will have no access or knowledge of these scholarship applications

In the month of June, the scholarship committee will issue an order of arrangement for all submitted scholarship applications. The candidate will learn whether he/she will be allocated a scholarship at the latest in the beginning of July

More information is available from: paul.lamont@hogent.be

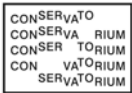
The full application regulations can be consulted [here](#).

An application can be submitted through this [application link](#).



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

For more information on applying for a blocked account, please send a mail to paul.lamont@hogent.be



A PLACE TO LIVE

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

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

INTERESTING WEB SITES

The new general student site by the city of Ghent:

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

The School of Arts web site

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

Overview of study files

<https://www.hogent.be/studiefiches/?ectsaction=ects:main&acadjaar=2016-17&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.vimeo.com

...

OVERVIEW OF THE APPLICATION PROCEDURES

SESSION 1

Application Deadlines

| | |
|-------------------------|---------------------|
| Master Visual Arts | 16/03/2018 at 16h00 |
| Master Audiovisual Arts | 16/03/2018 at 16h00 |
| Master Drama | 16/03/2018 at 16h00 |

Orientation Committee Auditions/Interviews

| | |
|--------------|------------|
| All programs | 23/04/2018 |
|--------------|------------|

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

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 required documents**

Complete the online application form that you received after completing your pre-registration and provide all the necessary documents. A list of all documents that we will need you to submit is mentioned on [this page](#)

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**

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. E-mailed or faxed documents are not legally valid.

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.

The list of required documents is available [here](#)

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

SESSION 2

Application Deadlines

| | |
|--|---------------------|
| Master in Visual Arts – Session 2 | 29/06/2018 at 16h00 |
| Master in Audiovisual Arts – Session 2 | 29/06/2018 at 16h00 |
| Master in Drama – Session 2 | 29/06/2018 at 16h00 |

Orientation Committee Interviews

| | |
|--|------------|
| Master in Visual Arts – Session 2 | 31/08/2018 |
| Master in Audiovisual Arts – Session 2 | 31/08/2018 |
| Master in Drama – Session 2 | 31/08/2018 |

Only complete and correct applications will be taken into consideration. Authenticated documents are to be submitted per postal mail, registered mail or in person to my desk only! Late submissions will be processed only when time and organization allows and without guarantee of successful continuation of the application procedure!

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 add 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 [this page](#).

Please make sure both digital and physical documents reach us before the deadline expires.

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

Upon reception of your application documents, we will verify your documents. 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 or audition

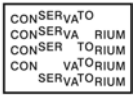
After verification, your application is sent to the orientation committee of your choice. A candidate who receives an invitation to the Orientation Committee interview is required to appear in person in front of the committee (§to this rule are granted in rare cases). You will receive the exact date and location for the interview in an e-mail the week before the interview/audition. **Attention:** the committees evaluate master proposal and portfolio. This results in a negative or positive advice to invite you to the interview.

5. Announcement of the Interview 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 and 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 FOR SESSION 1

STEP ONE: WHEN APPLYING

APPLICATION FORM DOCUMENTS TO BE UPLOADED:

- A. ID CARD (pdf)
- B. MASTER PROPOSAL (pdf)
- C. DIPLOMA COPIES + TRANSCRIPTS + TRANSLATIONS (*) (**) (***)
- D. SCORES TO YOUR AUDITION PROGRAM
- E. A COPY OF YOUR DIPLOMA IN ORIGINAL LANGUAGE (*) (**) (***)
- F. A COPY OF YOUR DIPLOMA TRANSCRIPTS/SUPPLEMENTS IN ORIGINAL LANGUAGE (*)
- G. A COPY OF YOUR DIPLOMA TRANSLATION INTO DUTCH, ENGLISH, FRENCH OR GERMAN (UNLESS ALREADY IN ONE OF THESE LANGUAGES) (*)
- H. A COPY OF YOUR DIPLOMA TRANSCRIPT/SUPPLEMENTS TRANSLATION INTO DUTCH, ENGLISH, FRENCH OR GERMAN (UNLESS ALREADY IN ONE OF THESE LANGUAGES) (*)

Please send all of these documents through the application link, making sure that your application reaches us before the deadline expires on Friday, March 16, 2018 at 16h00 (Brussels' Time Zone).



- (*) If you already have a certified, legalized or apostille version of this document, please send the scan of that version.
- (**) 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](#)

STEP TWO: AFTER HAVING PASSED THE ORIENTATION COMMITTEE INTERVIEW/AUDITION

SEND PER POSTAL MAIL

- E. A COPY OF YOUR DIPLOMA IN ORIGINAL LANGUAGE (**) (***)
- F. A COPY OF YOUR DIPLOMA TRANSCRIPTS/SUPPLEMENTS IN ORIGINAL LANGUAGE
- G. A COPY OF YOUR DIPLOMA TRANSLATION INTO DUTCH, ENGLISH, FRENCH OR GERMAN (UNLESS ALREADY IN ONE OF THESE LANGUAGES)
- H. A COPY OF YOUR DIPLOMA TRANSCRIPT/SUPPLEMENTS TRANSLATION INTO DUTCH, ENGLISH, FRENCH OR GERMAN (UNLESS ALREADY IN ONE OF THESE LANGUAGES)

MAKE SURE YOUR DOCUMENTS HAVE BEEN CORRECTLY AUTHENTICATED (CFR LIST)!

REQUIRED DOCUMENTS FOR SESSION 2

ONE STEP ONLY: WHEN APPLYING

ONLINE

APPLICATION FORM (online)

- A. ID CARD (pdf)
- B. MASTER PROPOSAL (pdf)
- C. DIPLOMA COPIES + TRANSCRIPTS + TRANSLATIONS (*) (***)

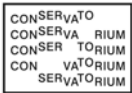
PER POSTAL MAIL

- D. A COPIED, BUT AUTHENTICATED VERSION OF YOUR DIPLOMA IN ORIGINAL LANGUAGE.
- E. A COPIED, BUT AUTHENTICATED VERSION OF YOUR DIPLOMA TRANSCRIPTS/SUPPLEMENTS IN ORIGINAL LANGUAGE
- F. A COPIED, BUT AUTHENTICATED VERSION OF YOUR DIPLOMA TRANSLATION INTO DUTCH, ENGLISH, FRENCH OR GERMAN (UNLESS ALREADY IN ONE OF THESE LANGUAGES)
- G. A COPIED, BUT AUTHENTICATED VERSION OF YOUR DIPLOMA TRANSCRIPT/SUPPLEMENTS TRANSLATION INTO DUTCH, ENGLISH, FRENCH OR GERMAN (UNLESS ALREADY IN ONE OF THESE LANGUAGES)

PLEASE MAKE SURE THAT THE DOCUMENTS YOU SEND PER POSTAL MAIL CONTAIN [CORRECT AUTHENTICATION](#)

The abovementioned documents must be sent through the application link before expiration of the deadline and additionally, the authenticated documents (D,E,F,G) should have reached us per postal or registered mail only before the deadline expires.

- (*) Translations necessary if your diploma is not in English / German / Dutch or French
- (***) If you are a Chinese student holding a Chinese diploma, please refer to this [page](#).



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

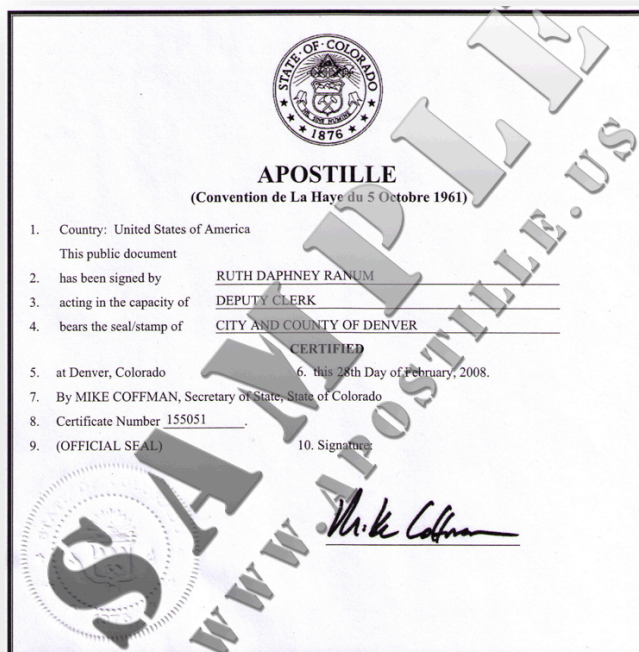
In order to find out what action is required for your country, please consult the *List of countries per authentication method on pages 26 and following*.

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 01/12/2016

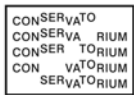
| COUNTRY | AUTHENTICATION METHOD |
|---------------------------------|--------------------------|
| Afghanistan | Legalisation |
| Albania | Legalisation |
| Algeria | Legalisation |
| American Samoa | No information available |
| Andorra | Apostille |
| Angola | Legalisation |
| Anguilla | Legalisation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

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

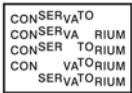
| | |
|-------------------------------|---------------------------------|
| Guam | Apostille |
| Guatemala | Legalisation |
| Guinea | Legalisation |
| Guinea-Bissau | Legalisation |
| Guyana | Legalisation |
| Haiti | Legalisation |
| Honduras | Apostille |
| Hungary | Apostille |
| Iceland | Apostille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

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

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



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



DOCUMENT TRANSLATION

When your documents are not originally issued in Dutch, English, French or German, you are required to provide us with a translation in either Dutch, English, French or German. This translation needs to be authenticated as well.

The translation must be done through a sworn translator:

In Belgium: through a sworn translator linked to the Court of Justice
http://www.juridat.be/eerste_aanleg/index.htm ;

Abroad: through a sworn translator linked to the Belgian embassy/consulate in the country of origin (original stamps and signatures).

ADDITIONAL DOCUMENTS FOR CHINESE STUDENTS

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

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

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




 Botschaft
 der Bundesrepublik Deutschland
 – Kultureller Referat –
 Akademische Prüfstelle

Certificate
 VALID FOR STUDIES IN BELGIUM (FLEMISH COMMUNITY)

Ms [REDACTED] born [REDACTED] in [REDACTED] / Identification number [REDACTED] has successfully completed the review of her transcript of study records at the Academic Evaluation Center of the German Embassy in Beijing on 04.04.2014. The present certificate is therefore issued to her for the purpose of application to Flemish higher education and preparatory programmes (including language courses). This certificate will be added to the student visa application file to be submitted at the Belgian Embassy. The review of the transcript of study records has confirmed that the examinee is entitled to access to higher education in Belgium (Flemish Community).

Higher Education Institution: [REDACTED]
 Type of access: access to bachelor or higher academic level
 Allowable subjects: subject oriented access
 Level of education at the time of assessment: [REDACTED]
successful

The interview has been conducted in English.
 The communication ability of the applicant during the interview was: good

Academic Evaluation Center Beijing, 08.04.2014



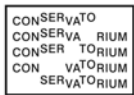

 Philipp Kubler
 (Office Manager Academic Evaluation Center)

Seal of the German Embassy Beijing

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

OVERVIEW OF DEADLINES AND DATES

| Date | Event |
|--------------------|---|
| 28/02/2018 | Information Afternoon from 14h – 17h00 |
| 16/03/2018 – 16h00 | Deadline application Master Programmes – Session 1 |
| 02/04/2018 | Student Affairs Department Closed for Easter Recess |
| 16/04/2018 | Student Affairs Department Reopens after Easter Recess |
| 22/04/2018 | Open House Day from 10h until 17h |
| 23/04/2018 | Interview Master Programmes – Session 1 |
| 29/06/2018 – 16h00 | Deadline application Master Programmes – Session 2 |
| 30/06/2018 | Information Morning from 09h30 – 12h30 |
| 09/07/2018 | Student Affairs Department Closes for Summer Recess |
| 19/08/2018 | Student Affairs Department Reopens after Summer Recess |
| 31/08/2018 | Interview Master Programmes – Session 2 |
| 01/09/2018 | Information Morning from 09h30 – 12h30 |
| 21/09/2018 | First information moment for foreign students. |
| 24/09/2018 | Start of the academic year |
| 1/12/2017 | Deadline for enrolling as a student at the School of Arts for 2018-2019 |



WHERE TO SEND YOUR DOCUMENTS TO

Per e-mail:

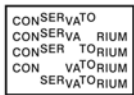
paul.lamont@hogent.be

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?