

Admission procedure to the School of Arts Ghent based on a foreign degree

Inhoud

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Dear candidate-student,

Thank you for your interest in the School of Arts Ghent.

Before you are allowed to enroll, you must prove that you meet the admission requirements as specified in the Education and Examination Regulations of the University College Ghent.

A. Copy of the diploma

We will need an authenticated copy of your diploma, depending on the country of origin.

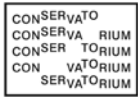
The different types of authentication are:

- Certified copy: this is a copy of your documents carrying a stamp of the institution where the documents were issued.
- Copy with apostille: this is a copy of your documents with an original apostille stamp issued by a competent authority. You can find a list of competent authorities via [this link](#).
- Legalised copy: this is a copy of your documents with an original legalisation seal. This legalisation can only be done by a Belgian embassy or consulate in the country of origin on the documents.

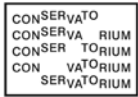
COUNTRY	AUTHENTICATION METHOD
Afghanistan	Legalisation
Albania	Apostille
Algeria	Legalisation
American Samoa	No information available
Andorra	Apostille
Angola	Legalisation
Anguilla	Legalisation
Antigua & Barbuda	Apostille
Argentina	Apostille
Armenia	Apostille
Aruba	Apostille
Australia	Apostille
Austria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



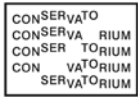
Columbia	Apostille
Comoros	Legalisation
Congo (Brazzaville)	Legalisation
Congo (Democratic Republic)	Legalisation
Cook Islands	Apostille
Costa Rica	Apostille
Croatia	Apostille
Cuba	Legalisation
Cyprus	Apostille
Czech Republic	Apostille
Denmark	Certification Stamp
Djibouti	Legalisation
Dominica	Apostille
Dominican Republic	Apostille
East-Timor	Legalisation
Ecuador	Apostille
Egypt	Legalisation
El Salvador	Apostille
Equatorial Guinea	Legalisation
Eritrea	No information available
Estonia	Certification Stamp
Eswatini	Apostille
Ethiopia	Legalisation
Fiji	Apostille
Filipines	Legalisation
Finland	Apostille
France	Certification Stamp
French Guyana	Certification Stamp
French Polynesia	Certification Stamp
Gabon	Legalisation
Gambia	Legalisation
Georgia	Apostille
Germany	Certification Stamp
Ghana	Legalisation
Granada	Apostille
Greece	Apostille
Greenland	Legalisation
Guadaloupe	Certification Stamp
Guam	Apostille
Guatemala	Legalisation
Guinea	Legalisation
Guinea-Bissau	Legalisation



Guyana	Legalisation
Haiti	Legalisation
Honduras	Apostille
Hungary	Apostille
Iceland	Apostille
India	Apostille
Indonesia	Legalisation
Iran, Islamic Republic	Legalisation
Iraq	Legalisation
Ireland	Certification Stamp
Israël	Apostille
Italy	Certification Stamp
Ivory Coast	No information available
Jamaica	Legalisation
Japan	Apostille
Jordan	Legalisation
Kazachstan	Apostille
Kenya	Legalisation
Kiribati	No information available
Kosovo	Apostille
Kuwait	Legalisation
Kyrgyz	Legalisation
Laos	Legalisation
Latvia	Certification Stamp
Lebanon	Legalisation
Lesotho	Apostille
Liberia	Legalisation
Libya	Legalisation
Liechtenstein	Apostille
Lithuania	Apostille
Luxembourg	Apostille
Macedonia	Apostille
Madagascar	Legalisation
Malawi	Apostille
Malaysia	Legalisation
Maledives	Legalisation
Mali	Legalisation
Malta	Apostille
Marshall Islands	Apostille
Martinique	Certification Stamp
Mauritania	Legalisation
Mauritius	Apostille



Mexico	Apostille
Micronesia	Legalisation
Moldova	Apostille
Monaco	Apostille
Mongolia	Legalisation
Montenegro	Apostille
Morocco	Apostille
Mozambique	Legalisation
Myanmar	Legalisation
Namibia	Apostille
Nauru	Legalisation
Nepal	Double legalisation
Netherlands	Certification Stamp
New Caledonia	Apostille
New Zealand	Apostille
Nicaragua	Apostille
Niger	Legalisation
Nigeria	Legalisation
Norfolk Island	No information available
North Korea	Legalisation
Northern Mariana Islands	No information available
Norway	Apostille
Oman	Apostille
Pakistan	Legalisation
Palau	No information available
Palestinian Areas	No information available
Panama	Apostille
Papua New Guinea	Legalisation
Paraguay	Legalisation
Peru	Apostille
Poland	Apostille
Porto Rico	Apostille
Portugal	Apostille
Qatar	Legalisation
Réunion	Certification Stamp
Roumania	Apostille
Russia	Apostille
Rwanda	Legalisation
Saint Kitts and Nevis	Apostille
Saint Lucia	Apostille
Saint Vincent and The Grenadines	Apostille
Saint-Pierre and Miquelon	No information available



Samoa	Apostille
San Marino	Apostille
Sao Tome and Principe	Apostille
Saudi Arabia	Legalisation
Senegal	Legalisation
Serbia	Apostille
Seychelles	Apostille
Sierra Leone	Legalisation
Singapore	Legalisation
Slovakia	Apostille
Slovenia	Apostille
Solomon Islands	Legalisation
Somalia	Negative advice on legalisation
South Africa	Apostille
South Korea	Apostille
South Sudan	No information available
Spain	Apostille
Sri Lanka	Legalisation
Sudan	Legalisation
Surinam	Apostille
Swaziland	Apostille
Sweden	Apostille
Switzerland	Apostille
Syria	Negative advice on legalisation
Tadjikistan	Legalisation
Tanzania	Legalisation
Tchad	Legalisation
Thailand	Legalisation
Togo	Legalisation
Tonga	Apostille
Trinidad & Tobago	Apostille
Tunisia	Legalisation
Turkey	Apostille
Turkmenistan	Legalisation
Turks and Caicos Islands	Apostille
Tuvalu	Legalisation
Uganda	Legalisation
Ukraine	Apostille
United Arab Emirates	Legalisation
United Kingdom	Apostille
United States of America	Apostille
Uruguay	Apostille

Uzbekistan	Legalisation
Vanuatu	Legalisation
Vatican	No information available
Venezuela	Apostille
Vietnam	Legalisation
Wallis and Futuna	Apostille
Yemen	Legalisation
Zambia	Legalisation
Zimbabwe	Legalisation

Bear in mind that any scans, photocopies or any other forms of personal reproduction **will not** be accepted.

If your documents are in any language other than Dutch, French, German or English, then you must provide a sworn translation that meets the same requirements as the copy of your diploma (certified, apostille or legalization).

- In Belgium: at the “Rechtbank van Eerste Aanleg”.
- Via a sworn translator of the Belgian Embassy or Belgian Consulate of the country of origin of the documents.

B. Language requirements

The language of instruction at the University College Ghent is Dutch. If this is not your mother tongue or if you have not completed a successful academic year in the Dutch education system, you will need to prove that you have mastered the language by means of a language certificate. The minimum level we require for our Dutch spoken courses is “Vantage” in the European framework of reference (ERK B2).

A level ERK B2 corresponds to:

- Certificate of passing a level 5 class at the University Language Centre;
- Certificate of passing the “Interuniversity Test of Dutch for Speaker of Other Languages (ITDSOL)” level B2 (also known as the ITNA-test);
- Certificate of focus degree 3 - level 8, obtained at a Centre of Adult Education
- Certificate of Dutch as a foreign language, profile professional language proficiency issued by the Dutch Language Union (Nederlandse Taalunie).

With regards to the candidates for the professional bachelor programmes : Candidate-students are allowed to follow a preparatory language year of Dutch before the start of their Bachelor programme, to reach the necessary level of proficiency required for the programme. Enrolling for the language course and obtaining the required certificate is the responsibility of the student.

With regards to candidate-students for the academic programmes: candidates who do not have the required starting level or who did not pass a successful year in the Dutch education system yet, can enroll if they present us with an enrolment certificate from an officially recognized institute for Dutch language instruction.

The following organisations can provide you with more information regarding language courses:

- The University Language Centre: <http://www.uct.ugent.be/en>
- The House of Dutch: <http://www.hvngent.be/en>
- The Dutch Language Union: <http://taalunie.org/nederlandse-taalunie-0>

NOTE: Enrollment deadlines for the language centres may apply!

The results of the language courses will be evaluated on a yearly basis. If necessary, these results may lead to restricting measures concerning the subjects in your curriculum.

C. Country specific diploma requirements

C.1. Students with a Dutch diploma

Candidate-students from the Netherlands need to possess a diploma of higher education (bachelor, master, phd), a VWO-diploma or a propaedeutic certificate to be allowed entry into an academic bachelor. An MBO4-diploma is sufficient as well for entry into a professional bachelor. Other diplomas do not meet the admission requirements.

C.2. Students with a Chinese diploma

Candidate-students with a Chinese diploma need to possess a certificate of “academic screening” (APS = Akademische Prüfstelle), issued by the Academic Evaluation centre in Beijing (China), before applying for admittance in Flemish higher education. The APS certificate is also required to apply for a student visa. Students who wish to study in Flanders must contact the Academic Evaluation centre (e-mail: info@aps.org.cn) and make the necessary appointments, *before* submitting their application at the School of Arts. More information can be found at: www.aps.org.cn.

C.3. Students with a American (United States) diploma

Students possessing a diploma from the United States of America need to prove that they have attained at least 4 “Advanced Placements” (AP). These APs must be clearly referenced on the transcript of records. If they are not referenced, an original certificate will need to be added, issued by the institution. Students will also need to hand in the required authentication of the degree itself.

C.4. Students with a diploma from Cameroon or Nigeria

Unfortunately, we regularly receive false documents originating from these countries, hence we see ourselves obliged to impose additional requirements. Besides the legalization by the Belgian Embassy or Consulate, the institution where you have obtained your basic diploma must send us a copy of your diploma and transcripts under stamped and sealed envelope.

Students from Cameroon are required to contact Campus Belgique in either Yaounde or Douala (<https://cameroon.diplomatie.belgium.be/fr/venir-en-belgique/etudier-en-belgique>)

D. Study financing

D.1. Tuition fees

More information regarding the tuition fees can be found on our [website](#).

D.2. Solvency of the student

Students must dispose of the minimum amount of €654 per month to cover their expenses. This amount is fixed and indexed by royal decree and currently refers to the academic year 2018-2019. The update of this amount still needs to be announced for 2019-2020.

D.3. Scholarship for non-Belgians

Even if you do not possess the Belgian nationality, you might be eligible for a scholarship. However, you must meet one of the following requirements:

- You are an EU-subject and have lived in Belgium continuously for 5 years.
- You or one of your parents is EER-subject and has worked at least 32 hours each month for 12 months in Belgium.
- You or one of your parents is EER-subject and is registered as entrepreneur for 2 years.

You are also eligible for a scholarship if you belong to one of the following categories:

- You are a student with a permanent residence permit.
- You are victim of trafficking and possess a certificate of a specialised shelter.
- You are a foreign student under 'subsidiary protection'.
- You are subject of a country outside of the EER and have resided officially in Belgium for at least 12 month. Your residence permit was not granted for following higher education and there is no ongoing asylum procedure.
- You have been granted legal residence based on family reunification.
- You are candidate-refugee and your procedure is still ongoing.

E. Procedure

The candidate-student gathers all the necessary documents:

- A signed and completed application form
- A copy of your Belgian identity card, valid residence permit or international passport
- An authenticated copy of your diploma
- Authenticated proof of access to university level studies

- If you possess a diploma of higher education: the authenticated annexes with mention of the hours/credits and grades for each course
- If necessary, proof of Dutch language skills

For the School of Arts, you must send your application file to:

University College Ghent – School of Arts
 c/o Paul Lamont
 Jozef Kluyskensstraat 2
 9000 Ghent
 Belgium

If you have any additional questions regarding entrance with a foreign diploma, please contact paul.lamont@hogent.be

If the evaluation of your file is positive, you will receive an e-mail with a letter of admission attached. If your application is denied you will also be notified. In both cases the authenticated documents will remain in our possession until you collect them.

After approval* of the application by the School of Arts, you will receive an official letter of invitation. This letter allows you, if required, to apply for a student visa. Please keep in mind that the evaluation of an application file can take up to several weeks, depending on the complexity and country of origin.

ATTENTION

Please respect the following deadline: when starting the application procedure:

	Student visa (non-EU/Schengen)	No student visa
Final date of submission:	1st of June	1st of July

We cannot guarantee approval of dossiers if you submit your file after the deadline.

To make sure your file can be approved in time, we recommend starting the procedure as soon as possible. Keep the following in mind:

1. You will need to request the required authenticated document copy for the application file (NEVER send us your original diploma!).
2. The School of Arts needs to receive and evaluate your application.

* The admission to the programmes does NOT mean that the diploma is recognized as equivalent. Full academic equivalence can only be obtained through the Flemish Ministry of Education (<http://www.ond.vlaanderen.be/naric/en/>).



3. You will need to go through the procedure to obtain a student visa (if applicable) via the Belgian embassy/consulate.

Each of these steps can take several weeks or months to complete.

Students who wish to follow a preparatory year of Dutch in advance will need to keep the same dates in mind. Enrolling in a recognized language institution is the student's own responsibility.