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Application Guidelines 2023-2024

**Postgraduate Musical Performance Practice
Postgraduate Soloist Classical Music**

English Programmes



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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.

In these application guidelines we explain in a clear and simple way how to do the application. At the same time, we provide practical information related to your study in Ghent/Belgium.

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.

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 & Howest



1. APPLICATION DEADLINES & AUDITION DATES

All submission deadlines and audition/interview dates are available from our website on:
<https://schoolofartsgent.be/en/onderwijs/toelatings-en-orieteringsproeven/>

International candidates are strongly advised to participate in Session 1 !

Candidates who require an accompanist from the school during an audition must submit their application 2 weeks before deadline !

**Candidates are advised to submit within deadline to guarantee the processing of the application.
Late submissions are referred to a following session.**

2. APPLICATION PROCEDURE

STEP 1	PREGISTRATION	https://webreg.hogent.be
STEP 2	ONLINE APPLICATION	Through an online form (Cognito) for which you receive a link after your preregistration.
STEP 3	INVITATION TO INTERVIEW/AUDITION	An invitation to attend an audition is sent to you if <i>Step 1 & Step 2</i> have been fulfilled and if you meet the minimum requirements.
STEP 4	INTERVIEW/AUDITION	You attend in person or online.
STEP 5	PROCLAMATION	You are informed if you passed the interview/audition or not at the latest 2 weeks after the interview/audition date.
STEP 6	SUBMITTING DOCUMENTS	<p>SESSION 1 <i>If you passed, you will need to deliver your authenticated diploma documents, authenticated diploma transcripts and official translations (if applicable) per post.</i></p> <p>SESSION 2 <i>You need deliver your authenticated diploma documents, authenticated diploma transcripts and official translations (if applicable) per post to the school before the Session 2 deadline. When delivered after deadline, we cannot guarantee the finalization of your application before the start of the academic year.</i></p>
STEP 7	INVITATION TO ENROLL	You receive a formal invitation to enroll at the School of Arts when your authenticated documents have been verified.
STEP 8	ENROLMENT	You make an appointment with Paul Lamont at the School of Arts to enroll to enroll personally.



3. MINIMUM REQUIREMENTS TO ENTER THE POSTGRADUATE PROGRAMME

To enter a postgraduate programme in music you will need to have a master's degree in instrument practice or performance at the time you enroll for the programme.

This means that you can apply when you are in your graduating year, but have not obtained your master's degree yet. 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.

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

4. 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). Applications without master proposal are considered inadmissible.

5. 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.

6. APPLYING FOR A POSTGRADUATE PROGRAM

6.1. MUSICAL PERFORMANCE PRACTICE

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

The 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 pre-registration 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.

6.2. 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.



7. POSSIBILITY TO AUDITION ONLINE

Candidates in the postgraduate programmes for music may opt to provide an online video audition if they cannot make it to the audition in person.

This can only be allowed for valid reasons (Covid situation, long distance (= you need to come from another country ...)) and needs to be applied for through the online application form.

VIDEO REQUIREMENTS

- video and audio recording must be of high quality !
- video must be a live performanc in which the jury can clearly see you playing your instrument
- audio must be the audio from the video performance. Edits, overdubs, additional mixing ... are not allowed.
- The setting of your video captation is in a decent location, preferably a concert venue

8. 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	To be confirmed	To be confirmed
Master in Music Theory	To be confirmed	To be confirmed

9. PRICES

Please refer to our website for the tuition fees and specific study costs:

<https://schoolofartsgent.be/en/onderwijs/financieel/>

The **general cost of living** in Belgium: Officially, one needs to take into account a provision of 679 € / month. However, this figure is not very much in line 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 who face financial difficulties, can contact our social services department Dienst Studentenvoorzieningen and look into the possibilities of a payment plan with them. (zorg@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).

10. 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
- 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.

The School of Arts – University College Ghent does not accept original diplomas without authentication, but asks to send copies with original authentication stamps. If you nevertheless decide to send us your original diploma, this is entirely at your own risk. The school cannot be held liable for loss or damage to your original documents prior, during or after your study at the School of Arts



Audition programme overview

· *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"*

11. 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

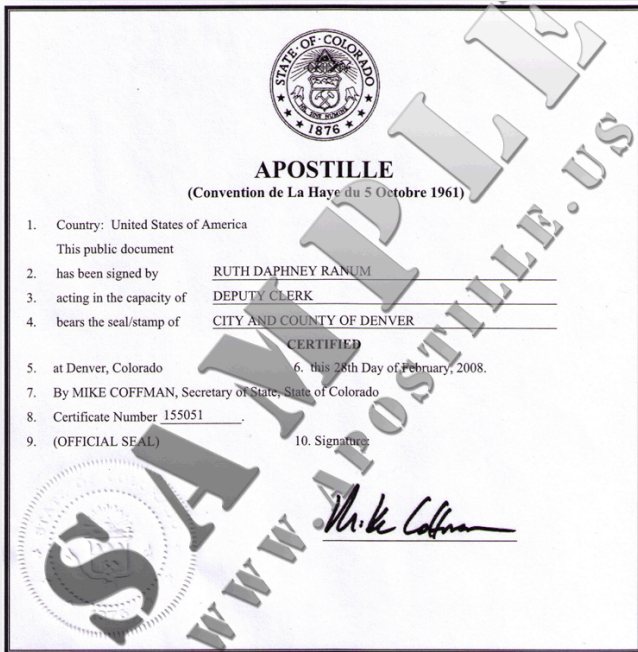
In order to find out what action is required for your country, please consult the *List of countries per authentication method*.

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?

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 – 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 – Cambodia – 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 ;

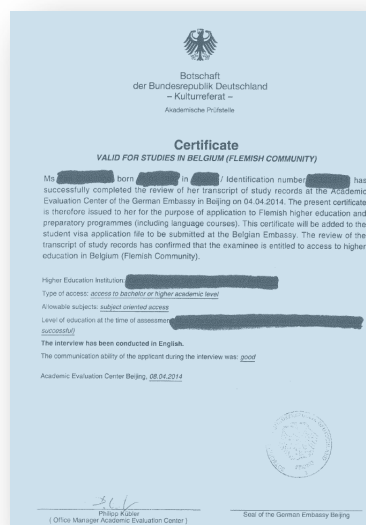
Abroad: through a sworn translator linked to the Belgian embassy/consulate in the country of origin (original stamps and signatures).

12. 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!





13. 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



14. 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?