

General Admission Requirements

Diploma Requirement Bachelor Programme

As a general admission requirement, students who intend to enrol in a bachelor programme need to hold one of the following diplomas:

- a secondary school diploma awarded by the Flemish Community;
- a short-type higher education diploma with a full curriculum;
- a higher education diploma for social promotion, with the exception of the Certificate of Teaching Competence;
- a diploma of higher vocational education
- a study certificate which, pursuant to a statutory standard, a European Directive or an international convention, is recognized as being equivalent to one of the diplomas listed above. Failing such recognition, the Dean may allow – via the central contact person *Toelating* [Admission], people, who have obtained a diploma or an educational certificate in a country that is or is not one of the member states of the European Union, to enrol in a bachelor programme. These people need to hold a diploma or certificate that grants them access to university education in that country.

This applies to - among others - the following certificates:

- Belgian study certificates

- o A secondary school diploma awarded by the French or German Community;
- o A certificate of complementary secondary vocational education;
- o A First Prize diploma, awarded by a school of music or the Lemmens Institute, with the exception of a First Prize diploma in music theory;
- o A technical engineer diploma;
- o A diploma of first-grade higher music education with full curriculum, awarded by a school of music;
- o A diploma of higher technical education of the third grade;
- o A certificate showing that the student has successfully passed at least two study years in one and the same subject in higher vocational education, or (a) (partial) certificate of course units from one and the same subject in higher vocational education which the candidate successfully completed with a total number of contact hours of at least two-thirds of the total;
- o A certificate showing that the student has successfully passed at least two study years with a full curriculum of a study programme resulting in the diploma of higher art education with a full curriculum of the second grade, a diploma of higher art education with a full curriculum of the third grade, a diploma of higher technical education of the third grade or an interior design diploma;
- o A diploma of candidature (i.e. first university undergraduate diploma);
- o A bachelor diploma or equivalent;
- o A master diploma or equivalent.

- Foreign study certificates

- o A legalised foreign bachelor diploma or equivalent;
- o A legalised foreign master diploma or equivalent;
- o A “European Bacculaureate”, awarded by the European Schools in Belgium or abroad;
- o A “Diplôme du Baccalauréat international” awarded by the Office du Baccalauréat International in Geneva;
- o A diploma awarded by the SHAPE school (NATO);
- o A Luxembourg “diplôme de Fin d’Etudes secondaires” or a “diplôme de Fin d’Etudes secondaires techniques”;
- o A Dutch “Voorbereidend wetenschappelijk onderwijs” (VWO) diploma;
- o A Dutch “Getuigschrift van met goed gevolg afgelegd propedeutisch examen” certificate;

- A Dutch diploma “Middelbaar beroepsonderwijs” (MBO) of at least 3 – 4 years with qualification level 4;
- A French “Baccalauréat” diploma (minimum score 10/20);
- A German “Zeugnis der allgemeinen Hochschulreife/Abitur” diploma;
- A legalised “High School Diploma” (USA) with a “transcript of records”, listing at least 4 Advanced Placements (APs);

The student presents the original diploma or certificate to the student administration, a copy of which document is included in the student’s dossier.

Language Requirements

When the prospective student enrolls, he/she needs to prove that he/she has sufficient knowledge of Dutch. As conclusive evidence, the following is accepted:

- a certificate that at least one full-time year of study of a Dutch programme has been followed successfully in secondary education or at least 30 ECTS credits Dutch-language course units in higher education;
- a certificate of CEF level B2 Dutch (or higher), being at least equivalent to the requirements set in the Profile Language Sufficiency Higher Education of the Dutch Language Union;
- a certificate of NT2, Vantage 1A+B of a Center for Adult Education;
- A NVA5 certificate of the Universitair Centrum voor Talenonderwijs of UGent.
- A certificate Educatief Startbekwaam or Educatief Professioneel (freely translated: Start Competences for Education or Professional Competences for Education) of CNaVT.

When a regular student enrolls in an English programme, he/she needs an adequate proof of English proficiency. Following certificates are accepted:

- a secondary education diploma awarded by the Flemish Community (except for vocational secondary education (BSO) and CVO (centres for adult education)).
- A Dutch diploma “Voorbereidend wetenschappelijk onderwijs” (VWO), or freely translated: “Preparatory Scientific Education” (VWO)
- a diploma of international Baccalaureate in English or at least with grade 5 for the course English A or B high level or at least grade 6 for the course English B standard level;
- A diploma of European Baccalaureate with English as first language and a score of at least 6 or as second language and a score of at least 7;
- a certificate that at least a one-year full-time study programme of an English-language study programme in secondary education or at least 30 credits English-language course units in an English-language study programme at another institute for higher education has been followed successfully;
- a recent TOEFL Certificate: minimum score: 550 points (paper-based), 213 points (computer-based) or 79 points (internet-based);
- a recent IELTS Certificate from the British Council: minimum score 5.5;
- a GCSE Certificate English with score A* -C;
- a certificate of Cambridge English: First Certificate in English (FCE) or Certificate in Advanced English (CAE) or Certificate of Proficiency in English (CPE);
- a certificate of the “English Test” awarded by the University Language Center (UCT) of Ghent University;
- an attestation of CEF level B2 English (or higher).

Admission Requirements for Foreign Students

Foreign students always must be able to present the permission or authorization for their stay in Belgium, as stipulated by the law of 15 December 1980 regarding access to the territory, stay, settlement and removal of foreigners. They can do this by one of the means below:

- the identity card of a member state of the European Union;
- the residence permit of a member state of the European Union;
- the identity card for foreigners;
- the registration certificate from the Central Register of Foreigners.

All documents refer to article 31 of the Royal Decree of 8 October 1981 regarding access to the territory, stay, settlement and removal of foreigners.

European students are students with the nationality of one of the states belonging to the European Economic Area.

Students meet the admission requirements with a study certificate, which according to a legal standard, a European directive or an international agreement is recognized as being equal to one of the diplomas as listed under the general admission requirements. To that end, the student submits the original of the diploma or certificate, of which a copy is made and kept.

In the absence of such recognition, the Dean can, via the central contact person *Toelating* [Admission], allow persons having obtained a diploma or certificate that grants access to university studies or the admission examination for university studies of the country in which the respective diploma was awarded, to register for a bachelor programme. When in the country, a maturity examination is a condition, this condition also counts here.

To that end, the student submits a written motivated application to the Dean via the contact person *Toelating* [Admission].

This application must comprise:

1. a valid secondary and/or higher education diploma or certificate that grants access to university education in the respective country;
2. a statement that the diploma or certificate grants access to the university in the respective country;
3. in the absence of 1° and 2°, the certificate of a foreign study year of higher education must be declared equal by the competent Flemish administration;
4. a proof that one meets the language requirements.

The documents listed under 1° and 2° must be awarded by the school direction or by official institutes of the country where the (preparatory) programme(s) was/were followed. Or by the institutes that have officially recognized the documents. Furthermore, these documents must be declared as real by a competent diplomatic agent.

For the diplomas or certificates not drawn up in Dutch, French, English or German, a translation by a Belgian sworn translator must be attached.

In addition, Chinese state citizens deliver an APS-certificate.

For Cameroon, Nigeria and Ghana, the institution where you have obtained your basic diploma must send us a copy of your diploma and transcripts under a stamped and sealed envelope.

Students without a legal residence permit/ green card or student visa cannot be enrolled.